

**BUDGET WORK SESSION
DRAFT**

PRESENT: Larry M. Smith, Chairman; James Ziolkowski, Vice Chairman; Richard P. McDermott, Selectman; Lori A. Ruest, Town Administrator; Susan H. Ayer, Secretary

The Chairman called the meeting to order at 1:20 PM.

LINE PAINTING

Residents of Linden Road were present to discuss fog lines recently painted on the road.

The Chairman said that based on discussion at the September 21 meeting, and because the work was not done as intended, he is of the opinion that the fog lines on Linden Road should be painted over with dark paint.

J. Ziolkowski agreed, saying that in hindsight he would have liked to have paid attention to the roads that are not main thoroughfares.

MOTION: To paint over the white fog lines on Linden Road with the best match of paint possible to blend with the road.

MOTION: J. Ziolkowski

SECOND: L. Smith

In a brief discussion with the residents present, it was agreed that Mary Gargiulo of Linden Road would reach out to other residents to ask if black paint is satisfactory if a better matching color can't be found. L. Smith said he would check with the vendor, and if the residents don't want black, and it is the only option, nothing will happen.

UNANIMOUS

BUDGET 2017

L. Ruest provided the Board with draft information needed in order to review and consider budget items for 2017.

The Board reviewed each budget line by line as presented. Expenses to date include those paid through August 31.

Department heads identified increases and decreases. The Board of Selectmen adjusted some budget lines as well.

J. Ziolkowski was asked to submit any rate increases for mowing on behalf of Environmental Landscape Management to Mark Lane of the Recreation Commission, so that he can update the worksheets.

Matters of note addressed during this review are included under each budget line:

LIBRARY 4550

Beth Forgione, Library Treasurer, and Barbara Tosiano, Library Director, were present to review the Library budget with Selectmen

It was noted that the Library budget is level funded.

L. Ruest reminded those present that the budget is in draft form, and employee benefit information will not be available until October 15. When those numbers are available, there will be an opportunity to adjust other areas of this budget to maintain level funding.

FINANCIAL ADMIN/LEGAL/BOND PRINCIPAL/BOND INTEREST/INTEREST ON TAX

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4150/4153/4711/4721/4723 (4155-Employee Benefits Reviewed Last)

L. Ruest pointed out highlighted areas where the numbers are yet unknown.

Salaries have been updated to the 2016 pay plan.

New GASB fees appear on line 301, Auditing Services, in the amount of \$5,000. Independent contractors provide those services.

L. Ruest also noted that the auditing service contract is in its third year. There was agreement that the current company has been doing this a long time and as they are involved statewide with municipalities, they give valuable input.

Small increases were noted in assessing services and software support.

LEGAL: 4153

Additional fees are expected for legal fees related to the Avesta project.

BUILDING INSPECTION/HEALTH 4240/4411

This area is level funded except for a salary increase for the Building Inspector/Health Officer.

ELECTION, REGISTRATION, STATISTICS 4140

Town Clerk Holly Knowles was present to discuss these areas of the budget. She said that the elections line reflects that there were four elections in 2016, and only one in 2017.

There was a discussion of offsetting revenue lines, and it was identified that credit card service charges should not be included, as they do not come to the Town, but to the bank.

Line 390: H. Knowles informed the Board that the actual cost of old record book preservation this time will be \$3,000 as the books next on the list are larger and more expensive to restore. It was decided to leave this line at \$1,700 and find a way to encumber funds and do the work on alternate years.

EXECUTIVE 4130

The Selectmen acknowledged this budget.

SOLID WASTE COLLECTION/SOLID WASTE DISPOSAL 4323/4324

Line 365 will increase depending on CPI. Covanta will be contacted to confirm which month's CPI will be used.

There was a discussion of how to verify tonnage of solid waste being collected in the Town by Pinard Waste. L. Ruest will contact Pinard to ask about the tonnage. She will also ask about collections from businesses on Route 1, possibly a spot check of residential vs. commercial waste.

L. Smith suggested a letter be sent out to commercial property owners on Lafayette Road, reminding them that trash collection is for residential properties only.

HEALTH AGENCIES AND WELFARE 4415/4442

This area is level funded, but some agencies have not yet submitted requests for 2017.

L. Smith asked if leftover Welfare funds could be encumbered for the purpose of saving for a sudden need in the future, a contingency fund for an unexpected event.

TRICENTENNIAL

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The Tricentennial Committee has asked for \$30,000 in the 2017 budget, and has asked to be heard first at the next Budget work shop.

There will be a discussion of whether the funds should be requested in the budget or in a Warrant Article.

OTHER:

CAPITAL IMPROVEMENT PLAN (CIP) COMMITTEE NOTETAKER

An email request has been received from Todd Santora, Chairman of the CIP, requesting that the note taker he has appointed for CIP meetings be reimbursed by the Town.

MOTION: To determine a need to create a part time position of Interim Meeting Minutes Recorder to serve the Capital Improvements Plan Committee in 2016 in accordance with Article 10/2009, and to hire Margaret Allen, Hillcrest Drive, as a Town employee at the hire clerical rate of \$15.91 per hour.

MOTION: L. Smith

SECOND: J. Ziolkowski

L. Smith added that the Town Secretary's job description will be amended for 2017 to include recording of meeting minutes of land use committees, if needed.

IN FAVOR: 2 ABSTAIN: 1 -- PASSED

TRAFFIC CONTROL ORDINANCE

A lengthy discussion was held on the Traffic Control Ordinance the Police Chief has requested to be reviewed and reinstated. Police Chief Robbie Dirsa was present for the discussion.

The merits of hiring certified flaggers as opposed to Police Officers for traffic control were discussed.

Todd Wagner joined the discussion with regard to control of traffic on busy seasonal days at Applecrest. J. Ziolkowski commented that from a contractor's perspective, he might question being mandated to hire a police officer instead of a flagger, which would be less costly.

Chief Dirsa said that the problem lies in ensuring that the flaggers are at least 18 years old and certified. Having the ordinance in place would require persons to come to the Police Department and make the determination about who is going to direct traffic. He said that too often companies will decide on their own, on the basis of cost rather than need.

T. Wagner said that he trains his employees personally for traffic control, but that he did not feel it would be difficult to see that they are certified.

Concerns that lead to the Ordinance being removed in 2008 were aired, such as government overreach and rising consumer costs if utilities needed to hire police during tree removal or line work, for example. The matter will be discussed again at the next Budget work session in order to prepare a draft Ordinance for Public Hearing.

Flagger training options will be researched.

Language in the proposed Ordinance was revised to read, "...shall employ at his own expense one or more *certified flaggers or* police officers as may be determined by the Police Chief....".

The matter of whether or not to include a penalty clause was discussed; this may be left for later revisions if deemed necessary.

TAX COLLECTOR – MORTGAGEE CONTRACTOR SEARCH

The Chairman signed the contract, approved at the September 21 Selectmen's meeting, for Sanders Searches, LLC, to perform deed searches for the Tax Collector.

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HAMPTON FALLS HISTORICAL SOCIETY MUSEUM – EVENTS SERVING ALCOHOLIC BEVERAGES

The Chairman signed a new quarterly request from the Hampton Falls Historical Society for permission to serve alcohol periodically at Museum events.

STATUS OF 2016 ROAD WORK

Updated information on 2016 road projects, showing expenses through August, was made available to the Board.

The meeting adjourned at 3:45 PM.