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| **BOARD OF SELECTMEN** | **OCTOBER 24, 2017 9:30 A.M.** |
| **TOWN OF HAMPTON FALLS** | **TOWN HALL** |

DRAFT

**Budget Work Session #3**

**Present:** L. M. Smith, Chair, R. P. McDermott, Vice Chair, J. E. Ziolkowski, Selectman, L. A. Ruest, Town Administrator, H. B. Fazzino, Secretary.

The Chairman called the meeting to order at 9:30 a.m.

**SETTING THE TAX RATE: FUND BALANCE POLICY**- Information from the Department of Revenue Administration was not available at the time of the meeting.

**COMBINING TAX COLLECTOR AND TOWN CLERK POSITIONS:**

The timeline for the proposal was presented. L. Ruest confirmed that Stephanie Grant’s priority will be tax collection. The Selectmen approved of the consolidation of the position.

**MOTION:** To accept the proposal to combine the Town Clerk/ Tax Collector into one position in accordance with the timeline presented.

**MOTION: R. McDERMOTT**

**SECOND: L. SMITH**

**UNANIMOUS**

**ASSISTANT TOWN CLERK:**

Motion: To appoint S. Grant as part time Assistant Town Clerk.

**MOTION: R. McDERMOTT**

**SECOND: J. ZIOLKOWSKI**

**UNANIMOUS**

S. Grant proposed $100 per month stipend for assistance in the Town Clerk Office.

**MOTION:** To approve the amount of $100 pay per month for Assistant Town Clerk S. Grant, effective immediately.

**MOTION: L. SMITH**

**SECOND: R. McDERMOTT**

**UNANIMOUS**

**2018 BUDGET REVIEW WORKSHEETS REVIEW LINE BY LINE**

Line 830 will increase to $1,700. For meetings, conferences, training and mileage for Assistant Town Clerk.

Tricentennial Committee – A. Montrone, D. French

Plans for fundraising- Fiesta Shows of Seabrook- carnival held on private property, guaranteed return of $5,000. The Town would also receive 25% of the admissions, to be held in late August or early September. L. Smith encouraged participation in the count as a form of control. Tricentennial Committee confirmed $3,000 for FY2018, in light of potential gains from fundraising revenues.

Clambake fundraiser- catered event, rent tents. Expect $2,000. $70 per ticket. Similar events. Al’s of North Hampton may be a resource. Al’s requires a deposit of $5,000.

A question was raised about $3,000 to fund the updating of the Town History. The Heritage Commission wants it to stay in the Tricentennial Committee. He will obtain proposals and commitments for merchandise. Additional ideas included banners, pewter ornament(s).

J. Ziolkowski recommends $5K of the $15K to fund the Town history.

L. Smith recommends transfer of $5K to an operating account. L. Ruest will ask the auditor.

Heritage Commission is planning to fund a trolly tour.

P. Chura to photograph the events of the celebration, supply framed prints to the Town Hall and Library, other prints available for purchase.

Request was $3K plus $10K warrant article for FY18.

**MOTION:** To unencumber the funds on line item 4583/ line 3—to make available to the Tricentennial Committee, and withdraw the previous vote from Board of Selectman Work Session of September 21, 2017.

**MOTION: L. SMITH**

**SECOND: J. ZIOLKOWSKI**

**UNANIMOUS**

J. ZIOLKOWSKI reported that he received comments that the community is concerned about having a warrant article and also having a line item for the same expense. He prefers a warrant article. L. SMITH would like $5K transferred this year, and zero in the budget for next year.

A. Montrone asked whether the Board wanted a commemorative plaque mounted on a stone in the Town Common. It is something to keep in mind.

**FUND BALANCE POLICY**

The policy was reviewed. The Tax rate has not been set due to pending items from the Lincoln Akerman School.

**2018 BUDGET WORKSHEETS LINE BY LINE**

4150 Town Clerk

There is an increase in town reevaluation costs every 5 years. L. SMITH wants to plan for it beginning next year, to be fully funded every 5 yrs.

Heritage Commission- Advertising for Legal Notices, to stay at $850.

Hampton Falls Museum- new furnace is off the table (-$10,000). Window safety film $1,500 for 3 windows- Town Clerk, Secretary and conference room. (-$1,500). Curbing at the Library- zeroed out ($1,000).

No action was taken on the Museum structural analysis. Town Clock $2,560 or $4,540 if gold lettering is added. Reduce budget item to $1,060, and Museum funding to pay the balance.

Cemeteries to be revisited.

Pg 44, line 100 increase to $6,350.

Selectmen are in favor of increasing the Building Inspector hours.

4292 for EMD is grant-reimbursable.

Health- $1,000 added for benefits.

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| **Budget Line** | **Increase** | **Decrease** | **Comments** |
| 4583 Patriotic Purposes |  | (3,000) | No funds are to be included in the 2018 Municipal budget for Tricentennial purposes. |
| 4140 Election and Registration | 1,000 | (6,000) | Reduction relates to changes in the wages for the Assistant Town Clerk position. |
| 4155 Employee Benefits | 50,000 |  | Increases will be reflected throughout the 2018 budget relating to Cost of Living Adjustments and increases in employee benefits. |
| 4194 Government Buildings |  | (10,000)  (5,000)  (1,000)  (1,500) | Museum Furnace  Window Laminate  Curbing Repointing  Portion of Painting of Town Clock |
| 4240 Building Inspection | 6,350 |  | Change to Building Inspector/ CCO/Health Officer Salary |
| 4323 Solid Waste Collection |  | (3,000) | Change to one day per year for Household Waste Collection |
| 4324 Solid Waste Disposal |  | (1,000) | Adjustment to funds for brush and leaf removal; one time per year. |
| 4520 Parks and Recreation |  | (3,500) | Remove amount proposed for GWP parking lot repairs |
| 4611 Conservation Commission |  | (2,000) | Remove costs associated with liming the Raspberry Farm hayfield |

Parks & Rec- Castleberry Fair- $5,000 proceeds is applied to a revolving fund. The line item was reduced to $2,000.

Line 630- Reduce line to $2,000 to maintain park.

Library- health insurance decreased by (-6.2%)

Line 4611- Conservation Commission- reduced by (-$2,000).

L. Ruest reports that the budget increase is 50K increase, $78K decrease, net $19, 650.

White Goods Day- Need a roll-off next Day for construction material. Car batteries are prohibited at the dump. Need a flyer to remind residents of items not approved at the dump. Roll-off- item 4323/ 1651 reduce by $3,000 next year.

Not a lot collected for the School fundraiser. J. ZIOLKOWSKI suggests one White Goods Day per year. L. SMITH wants more News & Announcements for results of this year, and the Board of Selectmen is considering reducing it to once per year and considering the disposal of hazardous waste.

Warrant Articles are to be received soon.

J. ZIOLKOSKI reports that the trash collection truck is driving on the wrong side of the road. Selectmen will raise the issue at the next Department Heads meeting.

The October 26, 2017 meeting remains posted for purposes of setting the tax rate, if information becomes available from the Department of Revenue Administration.

Adjourn

The next Budget Work Session will be October 26, 2017, if tax information is ready. The following meeting will be November 1, 2017 at 6:30 p.m.