

Selectmen's Meeting
22 December 1997
7:00pm

The regularly scheduled Selectmen's meeting was called to order by the Chair, Dick Wollmar, at 7:00pm. Those present included Allen Hines, George Lagassa (Selectmen), and Russell McAllister (Town Administrator).

The Selectmen reviewed the previous meeting minutes and Mr. Lagassa voted to accept the minutes as published. Mr. Hines seconded the motion. The vote was unanimous and so moved.

The selectmen reviewed correspondence and/or signed:

- Payroll
- Manifest
- DRED Publication, "Good Forestry in the Granite State"

Topics of Discussion

The first topic of discussion to come before the Board concerned the recent donation of a defibrillator to the Fire Department by the Carolyn Levine Charitable Foundation. The Town Administrator briefed the Board concerning the donation. Fire Department personnel were now trained in the operation of the new equipment and the defibrillator was now ready to be put into service. Before it could be placed into service the Board needed to officially accept the gift on behalf of the Town. Mr. Lagassa made the motion to accept the gift of the defibrillator on behalf of the Town. Mr. Hines seconded the motion. All were in favor and the motion was so moved. Mr. Lagassa suggested that an official letter of thanks be mailed to Ms. Levine. Mr. McAllister agreed to draft one.

The Town Administrator briefed the Board concerning his meeting with Betsy Ware, a representative from Sprint Corp., regarding the possibility of leasing Town owned property for a telecommunications tower. It was explained that the Town's attorney, John Ryan, was reviewing a draft warrant article concerning the long term leasing of Town owned property for this specific purpose.

Mr. McAllister next briefed the Board concerning the recent expenditure of approximately \$1,600 for the replacement of an alternator in the FD ambulance. It appears that the alternator failed after returning from a call. The call was an especially long one, estimated at 40 minutes, during which all of the emergency lights and interior heating were on. This seemed to have taxed the system beyond its capacity resulting in alternator failure.

Information concerning important dates for Town Meeting under SB-2 as well as the suggested numbering of warrant articles for SB-2 Towns was handed out by the Town Administrator. Financial information concerning operating costs, depreciation schedules, and return on investment for the Hampton Water Works Company was also handed out for review by the Board. Mr., McAllister mentioned that the Hampton Water Works annual financial reports filed with the NH PUC were in the office for review as well.

The Town Administrator next asked the Board about the status of the encumbered funds from the previous year for PD equipment account number 4210-10-292. Mr. Wollmar explained that money had been encumbered from the previous year's (96-97) PD equipment account to the current year's (97-98) PD equipment account. A brief discussion concerning the encumbrance procedure ensued. Mr. Lagassa asked for clarification about the fund surplus and how it was applied to the budget. Mr. Wollmar provided a brief synopsis of how the Town used the undesignated fund surplus to get the budget cycle into prepayment

Selectmen's Meeting
22 December 1997
7:00pm

mode in order to avoid the use of tax anticipation notes. Mr. Wollmar continued by explaining that surplus was created through either underspending the budget or through greater than anticipated revenues.

The TA next presented the Board with a new form designed for general assistance applicants. The TA expressed concern with the limited office staff and the amount of welfare training the staff had received. There were several ways to address the staffing shortage and training issues. Hire a welfare administrator, train an existing staff member, or form a partnership with a not-for-profit human services agency like the Rockingham Community Action Program to offer program services as a component of the Town's general assistance responsibility. Mr. Lagassa liked the latter idea, but expressed some reservation about the general assistance form and its legality. He offered to run it by the RCAP for comments before adopting the forms usage. There was general agreement over Mr. Lagassa's suggestion and the issue was tabled pending further review.

The audited financial statements were passed out to the Board along with sample article warrant wording for capital expenses. An example is provided below.

“To see if the Town will vote to raise and appropriate sixty-five thousand (\$65,000) for the purchase of a back-hoe for the Highway Department and to be funded from the fund balance as of June 30th, 1998.”

Mr. Wollmar inquired about the status of the supplemental tax bills. The TA explained that Howard Promer, Town Assessor, had reviewed the tax warrant and compiled a list of supplemental bills and properties that received no tax bills. The supplemental bills were for manufactured housing located within the three parks. The software problem, explained by Mr. McAllister, occurred when the import utility supplied by BMSI (vendor of the tax package software) imported the wrong column from the DRA's appraisal software. Consequently, the wrong assessment totals were used in calculating property tax bills leading to a billing error. The error has since been corrected and supplemental bills will be mailed out after the holidays. Mr. Lagassa asked what the legal time constraints were. The TA explained that by law supplemental bills must be mailed prior to April 1st 1998. It was further pointed out that Howard Promer's software sleuthing uncovered an additional \$3.1 million in assessed valuation. Compilation of an unbilled list would follow.

The TA briefed the Board concerning his testing of computer hardware for the year 2000 (Y2K) compatibility. The software used to check Y2K compatibility was downloaded from the web free of charge. It was pointed out that the cost of making the hardware Y2K compliant would not, however, be free.

A brief status report of budget expenditures was presented to the Board by the TA. With approximately 6 months of the year remaining budget expenditures represented 43% of the total leaving approximately 57%. Therefore, the Town was currently 7% behind on the spending curve and it is hoped that, barring unforeseen circumstances, it will remain behind the spending curve.

The next order of business addressed by the Board concerned the review of the Sergeant's position within the Police Department. Mr. Maloney briefed the Board regarding the recommended starting pay. Mr. Maloney suggested starting the pay at Sergeant's wage level step two because several officers within the department were currently at the highest step level (5) for Patrolmen's pay. The Patrolman's step 5 pay was the same as a Sergeant's step one pay. Mr. Maloney reasoned that while becoming a Sergeant was a promotion, a pay increase should go along with the promotion due to the added responsibilities required by the position. There was some discussion regarding the timing of the next pay, or step increase. There was some initial confusion about the issue until Mr. Maloney explained that the officer promoted to Sergeant

Selectmen's Meeting
22 December 1997
7:00pm

would be eligible for a pay increase upon his/her anniversary within the position and not step increase would be granted prior to the anniversary date. Mr. Maloney asked whether he could post the position within a salary range rather than at a specific salary level. Mr. Lagassa made the motion to accept Mr. Maloney's recommendation. Mr. Wollmar seconded the motion. All were in favor and the motion so moved.

Questions & Comments

Lucille Ellingwood asked about the status of the alternator for the FD ambulance and whether it was being rebuilt or replaced. The TA answered that it was being rebuilt and that a more powerful alternator with a 200 am rating would be around \$2,500. Ms. Ellingwood next asked about the status tax payment receivables. Mr. Wollmar answered that between 80%-85% had already been collected.

There being no further business to come before the Board the meeting adjourned at 8:00pm.

The Board convened into non-public session to discuss the Teamsters Local 633 collective bargaining agreement.

Respectfully,

Russell McAllister
Town Administrator