



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
SELECT BOARD
APPROVED MINUTES

OCTOBER 30, 2012 6:00 PM
NORTH HAMPTON TOWN HALL

These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.

1. Non-Public Session Pursuant to RSA 91:A-3 II (a-e) 6:00 PM– Executive Conference Room

2. Call to Order

Chair Maggiore called the meeting to order at 7:00 PM. Those in attendance were Selectman Wilson, Selectman Miller and Interim Town Administrator Caron.

Motion by Selectman Wilson to seal the minutes of the Non-Public Session. Seconded by Selectman Miller. Motion carries 3-0.

3. New Business

3.1 FY2014 Proposed Budget Review

Interim Town Administrator Caron stated that the overall proposed budget is up 3.4% over the current budget.

Department Heads have done an outstanding job following the Select Board's directive, and increases shown are either from the New Hampshire Retirement System, Collective Bargaining Agreements, lease payments, health, workers compensation and property liability insurances, hydrant cost increases, and trash collection.

Interim Town Administrator Caron suggested going through each department's budget line item by line item.

Account Number 4130 Executive

Motion by Selectman Wilson to change line item 01-4130-10-150 Salaries – Select Board to \$3.00. Seconded by Selectman Miller. Motion carries 3-0.

Account Number 4140 Town Clerk/Elections

Selectman Wilson inquired as to why there was a 5.3% increase proposed for the Town Clerk/Tax Collector Deputy, and a 5% increase for the Town Clerk/Tax Collector. He also questioned why \$5,000 was being proposed for another voting machine.

Interim Town Administrator Caron stated he would check with the Town Clerk and return to the Select Board with answers.

Chair Maggiore stated that Town Moderator Bill Boesch was in attendance to review election procedures and asked if there were any objections to taking a break from the budget discussion to speak with Mr. Boesch.

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Mr. Boesch stated that he brought with him copies of “Duties of the Selectmen for Elections,” and asked that the Select Board read them before November 7. Attendance at elections is required of the Select Board under the New Hampshire State Constitution, Part II, Article 32.

Mr. Boesch stated that the Select Board would be needed more at the November 7 election than other elections. He further stated there will be many different things to do throughout the day. In particular, the new Voter Photo I.D. law will require someone at the front door “greeting” voters, and advising them which line to be in; those with proper identification, and those without. He stated that whatever increase in presence the Select Board can provide will be greatly appreciated.

Account Number 4150 Financial Administration

Interim Town Administrator Caron stated that this account is up 4.7% due to know having to budget for FICA for the Finance Director, and it also includes New Hampshire Retirement costs and for salary adjustments.

Account Number 4152 Property Valuation

Interim Town Administrator Caron stated that this account is for contract services with Municipal Resources Incorporated, and tax map updates. The contract agreement with MRI calls for their rates to be consistent with the consumer price index. The figures for the consumer price index are not yet available, and a place holder of 2.5% is being proposed.

The Select Board discussed next year’s revaluation process, and the need to budget for abatement appeals in the FY15 budget.

Account Number 4153 Legal Expense

Interim Town Administrator Caron stated that this account is being recommended for level funding.

The Select Board agreed that reducing this budget would not be wise based on prior years’ expenditures.

Account Number 4155 Personnel Administration

Selectman Wilson asked if \$20,000 would be sufficient for the Merit Pool increase.

Interim Town Administrator Caron stated that it would be adequate for a 2% merit increase.

Motion by Chair Maggiore to move \$2,997 and associated FICA costs from the Select Board Salaries budget and place in account number 01-4155-10-190- Merit Pool. Seconded by Selectman Wilson. Motion carries 3-0.

The new account total in line item 01-4155-10-190 Merit Pool will be \$23,225.

Account Number 4191 Planning & Zoning

Interim Town Administrator Caron stated that part of this account represents the Planning and Zoning Administrator’s compensation as well as Circuit Rider services that include dues paid to the Rockingham Planning Commission.

Town Accountant Tom McCormick stated that the Heritage Commission has asked to have a separate line item, and asked the Select Board for guidance with this request.

Motion by Selectman Wilson to move the Heritage Commission line item number 01-4191-10-810 to their own line item. Seconded by Selectman Miller. Motion carries 3-0.

Account Number 4194 General Government Building

Interim Town Administrator Caron stated that this account includes custodial services, electricity, heating oil, some minor building maintenance, custodial supplies and furniture replacement. He stated that the account is being level funded.

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Account Number 4195 Cemeteries

Interim Town Administrator Caron stated that this request is directly from the Cemetery Trustees. They are requesting an increase of \$2,785 for part time labor and corresponding FICA and equipment rental.

A proposed deduction of \$2,000 in mileage/vehicle use reimbursement is also requested.

Selectman Wilson questioned why there was an 11% increase in wages.

Town Accountant Tom McCormick stated that in the past three years, the Trustees have made no requests for increases.

Account Number 4196 Insurance

Interim Town Administrator Caron stated the Town had not received the figures for Worker's Compensation or Property and Liability. Life insurance and long term disability insurance will have a zero increase, with short term disability seeing a 5.6% increase.

Account Number 4197 Associations & Advertising

Interim Town Administrator Caron stated that this account is for New Hampshire Municipal Association dues which provide legal counsel and advocacy services for legislature. The 3% shown as budgeted is a place holder as the rates have not been received at this time.

Account Number 4210 Police

Interim Town Administrator Caron stated that the proposed budget reflects the implementation of the collective bargaining agreement.

Selectman Wilson stated that it is worth noting \$10,594 in savings for health insurance due to the new collective bargaining agreement.

Account Number 4220 Fire & Rescue

Interim Town Administrator Caron stated that the proposed budget reflects the implementation of the collective bargaining agreement. He stated when salary adjustments are taken into account, as well as a decrease in health insurance, there is an overall increase of 5%. The biggest impact to the budget is the increase in New Hampshire Retirement costs of \$49,000.

Account Number 4240 Code Enforcement

Interim Town Administrator Caron stated that this budget is down 4.5%, with all of the operational line items level funded.

Account Number 4290 Emergency Management

The Select Board discussed reinstating the use of this account to record expenditures for storms, so that the overtime can be shown in a separate account and not tied in with the police or fire departments regular operating budgets. This change would make it clearer as to what overtime costs are being expended on.

Account Number 4312 Highways & Streets

Interim Town Administrator Caron stated that this budget reflects the implementation of the collective bargaining agreement. There is an increase of \$16,947 for the lease payment of the new highway truck.

Public Works Director John Hubbard requested a decrease to the overtime line item by \$2,000. The total amount to be decreased which includes FICA and New Hampshire Retirement costs will be \$2,368.

Selectman Wilson pointed out the savings in the health insurance changes that were negotiated of \$5,781. He stated that the Department Heads are doing a great job of controlling their expenses, but the town is subjected to some costs that are uncontrollable.

Account Number 4316 Street Lighting

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Interim Town Administrator Caron stated that \$25,000 is being proposed for this line item based on prior year expenditures.

Account Number 4323 Brush Disposal

Interim Town Administrator Caron stated that the salary line had been decreased by 1.2% and the bottom line is down 1% from the FY13 budget.

Selectman Wilson stated that several residents have approached him, and asked why there isn't a place in North Hampton to dispose of building materials, and asked Public Works Director John Hubbard if he could look into getting some type of container for the disposal of building materials at the brush dump.

Mr. Hubbard and Chair Maggiore recommended that residents take their materials to ERCO in Epping. It was noted that something should be placed on the website so that more residents are aware of this option.

Account Number 4324 Solid Waste Disposal

Interim Town Administrator Caron stated that there was an overall increase to this line of 6.4% which is the result of a tipping fee increase that is contractual, and an estimate of an increase in tonnage deposited by North Hampton residents next year.

Selectman Wilson asked why there was an increase in tonnage.

Public Works Director John Hubbard stated that there was an increase the past few years in tonnage and it may be caused by plastics that are no longer able to be recycled.

Account Number 4329 Recycling

Interim Town Administrator Caron stated that this budget is looking for an increase of \$50 over last year's budget.

Account Number 4332 Water Services

Interim Town Administrator Caron stated there is a 9% anticipated increase in the rates, and therefore an increase to the budget of \$11,800.

Account Number 4339 Water Commission

Interim Town Administrator Caron stated a request is being made for \$150 less in the budget for a reduction in office supplies.

Account Numbers 4415 Health Agencies & Hospitals and 4440 Social Services

Interim Town Administrator Caron stated that this is carrying forward the requests made from the prior year. He noted that several of the agencies have not requested their funds for several years and that contact has been made. He further stated that if the agencies are not going to request the funds, it may be appropriate to discontinue allocating them.

Selectman Wilson noted that there was duplication in requests for Sea Care and that \$2,000 should be taken out of the Social Services account number 4440-10-366.

Motion by Selectman Wilson to remove the \$2,000 budgeted if it is duplication. Seconded by Selectman Miller. Motion carries 3-0.

Selectman Wilson asked Chief Page if the Police Department still budgeted for the Child Advocacy Center.

Chief Page stated that \$1,250 is budgeted under account number 4210-10-560, Dues and Subscriptions.

Account Number 4442 General Assistance

Interim Town Administrator Caron stated that the amount budgeted was \$21,000 which is level funded and in line with the past five years historical average of \$20,000.

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Selectman Wilson asked about creating a Capital Reserve Fund for unexpended funds in the General Assistance account.

Interim Town Administrator Caron stated that he would look into this.

Account Number 4520 Parks & Recreation

Interim Town Administrator Caron stated there is a \$1,000 decrease in the budget due to a new employee coming on board replacing a longer serving employee of the town.

Account Number 4550 North Hampton Public Library

Interim Town Administrator Caron stated that the library is requesting a 1.5% increase to the budget for FY14.

Susan Grant, Library Director stated that employees of the library received a 2% raise. She stated that if the Select Board wished for them to decrease their budget further, they could use non appropriated funds and funds from Friends of the North Hampton Library to help pay the costs for programming.

Motion by Selectman Miller to suspend the rules to allow the Select Board to continue after 9:00 PM. Seconded by Chair Maggiore. Motion carries 3-0.

Account Number 4583 Patriotic Purposes

Interim Town Administrator Caron reported that the request is to maintain level funding of \$1,500 in this account.

Account Number 4589 Agricultural Commission

Interim Town Administrator Caron stated that the request is to maintain level funding in the amount of \$1,500 in this account.

Account Number 4611 Conservation Commission

Interim Town Administrator Caron stated that the commission has requested a reduction of \$300 in Maps and Inventory Easements account number 01-4611-10-361.

Conservation Commission Chair, Chris Ganotis requested \$10,000 be kept in the FY14 budget for water monitoring that will be used in conjunction with the DES Grant application that requires matching funds.

Account Numbers 4711, 4721 & 4790 Debt Service Principal, Interest, Ban Interest

Interim Town Administrator Caron stated that Debt Service-Principal is up \$5,000. There is a deduction of \$8,593 in Debt Service – Interest, and there is no longer a need to raise \$5,000 for Bond Anticipation Notes.

The Select Board reviewed the new total of the proposed budget which included a deduction of \$2,368 in the Public Works Department; the Select Board moved their salary to the merit pool; a possible duplicate appropriation of \$2,000; and \$5,207.50 increase to the Library budget that was not reflected on the spreadsheet that the Select Board received due to an accidental omission.

Chair Maggiore stated that the proposed budget for the Town of North Hampton is \$5,873,136.18 without the adjustments that were made at this meeting.

Interim Town Administrator Caron stated that the adjusted proposed budget for FY14 would be \$5,873,975, which is a 3.4% increase over FY13.

Selectman Wilson noted that there was also a request to check if there was a need for another voting machine for \$5,000, which would then decrease the budget an additional \$5,000.

4. Closing Comments

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- 4.1. Closing Comments by Visitors
- 4.2. Closing Comments by Select Board Member

5. **Adjournment**

Chair Maggiore adjourned the meeting at 9:25 PM.

Respectfully submitted,

Janet L. Facella

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