BOARD OF SELECTMEN
Budget Presentation
MEETING MINUTES
October 10, 2012

PRESENT:, SEAN P. MURPHY CHAIRMAN; PRISCILLA R. LINDQUIST, SELECTMAN; RICHARD H. HARTUNG, SELECTMAN; AND SALLY THERIAULT ADMINISTRATIVE ASSISTANT

BUDGET COMMITTEE: P. Wentworth, B. O'Brien, B. Vass, C. Hastings, M. Murphy

GUESTS: P. Williams, (Tri Town News) and the various department heads

The Selectmen's Meeting was held at the Town Office Building and was broadcast on the local access cable channel.

Chairman Murphy called the meeting to order at 6:30 pm
This meeting represents the first presentation of the department budgets to the Selectmen and Budget Committee. ***The departments are in order, not the order presented.***

Animal Control-
Presented by Sheila, Johanneson, ACO-The proposed budget came in at $25,745.00. There were questions asked about the fuel because it is overspent this year and she was level funding it for 2013. Ms. Johanneson explained that at the beginning of the year she was still being paid mileage. Now she uses the ACO vehicle. Selectman Lindquist suggested moving money from the Repairs and Maintenance to fuel. Ms. Johanneson was asked what the professional fees were and she explained that it was items such vet costs. There was a comment that the town should not be responsible for paying to have an animal receive surgery. She explained that if the owner is known they will seek to have them pay the bill but the town is responsible when the owner is not known. It was noted by Mr. Matt Murphy that public safety would not be compromised by a few dollars cut there. Under professional services Ms. Johanneson noted that she attends a conference annually to keep up to date on issues and requirements. She also noted that as of today (10/10/12) there are no unlicensed dogs in the Town of Hampstead. There was $13,493 in revenue brought in. There was a question on the line item for fines. Ms. Johanneson explained that the previous dog officer received 50% of the fines she collected and that was paid from that line. She was looking for the same process as she does not receive a portion of the fines. She also noted that she has a contract for the Selectmen to review and approve from the NHSPCA that authorizes her to bring strays to their location in Stratham. Currently if she has a stray they are kept at a local kennel for 10 days and if unclaimed they then go to Stratham. The cost at the local kennelis $150 for a dog for the week and about $125 for a cat. If the contract is approved, they would go to the NHSPCA in Stratham regardless of condition There would be a donation made to the NHSPCA for taking the animal,if it remains unclaimed, but less than if it went to a local boarding kennel. There are no dues for being in the contract.
Selectman Lindquist motioned to enter into agreement with NHSPCA Stratham for 6 months and to review at the end the 6 months. Selectman Hartung seconded the motion. The motion passed and the contract was signed.

The budget was changed with fines going to 0 from $500, professional services from $6,000 to $5,000, gas from $500 t $1,000, and repairs/maintenance from $2,000 to $1,000. The final balance was $24,745 down $1,999.91 from the 2012 budget.

Assessing- Presented by Mrs. Theriault
Mrs. Theriault explained that the 2013 budget for assessing is currently proposed at $100,475 and is an increase of $19,500 from 2012. She explained that the clerical line has been under budgeted the last few years and based on the current schedule and the reduction of the time seen on the Building Department budget, she is asking for the Selectmen to increase that line. There is also an increase in the Assessing Services for $14,000 which is the cost of the MRI contract as well as $15,000 to do a waterfront revaluation. There is also a fee in assessing support for the utility assessements. Selectman Hartung suggested that we look at that carefully and maybe wait a year. He noted that if we weren't receiving the money for it, it might not be worth going after. He noted that with Fairpoint filing suit against the Towns that we won't receive the tax payment. Mrs. Theriault stated that she thought the payment had come in and if Fairpoint wins its case, we might have to abate the money, which would have to come from this budget line.

Board of Adjustment- presented by Kristin Yasenka, Chairman
Ms. Yasenka read through the proposed budget which is at $9,225.53. There was some questions about the supply item whereas it was overspent in 2012 and the budget increased to $400 for 2013. It was suggested that the account be reviewed and see what is planned for purchase next year.

Cable Committee- Jack Baumhor poked his head in after their Cable meeting and stated that the Cable Committee will be level funding their budget at $7,500.

Cemetery Trustee- Trustee Steve Wentworth
Mr. Wentworth explained that the Cemetery budget is not complete yet. They met recently and asked for some price quotes on some items that Mr. Harms was looking for. They mentioned that they will be looking for a new mower which the cemetery will split ½ the cost with buildings and grounds. There was a new mower purchased a few years ago, the other primary mower was purchased in 2002 and it is time to replace it. They also think they will be looking into replacing the 2002 Ford truck used by Buildings and Grounds as well as Cemetery and will look at splitting the cost. Mr. Wentworth was asked what type of improvements have been done this year and what work they are expecting to do in 2013. Mr. Wentworth stated that work is generally done in the fall and they are planning on removing some trees, stump grinding, fence repairs and some road work. Mr. Matt Murphy was concerned with having to provide fencing for a state mandate that doesn't provide funding. Mr. Proctor Wentworth reminded the audience that there are 9 cemeteries in town that need to be maintained. Mr. Hastings asked if only the new ones needed to be fenced in and was told that is correct except that they also include the cemetery off Danville Road to those with fencing because it abuts a residential area. Mr. Steve Wentworth stated that the Trustees should have the 2013 budget for the next budget meeting. He also asked that Chairman Murphy attend their meeting as their liaison as well as the liaison to Buildings and Grounds.

Code Enforcement/Building Department- presented by Kris Emerson
Mr. Emerson presented his 2013 budget at $128,994 which is an increase of $232 from the 2012 budget. He explained that he reviewed the clerks' salary line and found that they are not spending as much time as previously thought and was able to reduce that line by $1,706. He increased the inspectors salaries line by $4,000 stating that he would like to have a per diem inspector help him out in the summer when things tend to get busier (June-August) for about 8-10 hours per week. He noted that there is more activity in building now and has tried to account

for that. He reduced his line for commercial review by $500 because he is doing more of it. There was also a reduction in legal services by $2,000. Equipment, workshops, general supplies, machine maintenance, mileage, and other misc expenses have all been reduced, based on history. Mr. Matt Murphy congratulated him on a good budget. Mr. Emerson stated that it has been tough and they were able to adjust for slow times but activity is picking up and a lot of their costs are reimbursed. Mr. Vass asked if the workshops were needed. Mr. Emerson responded that in order to keep up to date on the rules and regulations regarding licenses, they need to have so many hours of continuing education annually. He currently uses the membership in some of the organizations to get the continuing education and that it was worth a lot more than the $600 it might cost.

Pest Control- Mr. Emerson presented the budget for the mosquito control for 2013 and reduced it by $600 to $30,000. He noted that it has been at $30,600 for a while and they have not needed to spray in the past. This year they did need to spray and he would like to continue to leave that cushion there in case for 2013.

Conservation- Tim Lovell, Chairman
Mr. Lovell presented the Conservation budget for 2013 at $2,817 which is up $660 from 2012. All items are level funded but they are looking to add two new budget lines. The first one is to pay for the mowing of the trails that is done by the Buildings and Grounds crew and that will be for $160. The second item is for the lawn care done by a contractor for $500. This work maintains the fields while the buildings and grounds work keeps the path open. There was a question on the legal expenses year to date as to whether or not they should have been paid for through the land purchase fund. Mr. Lovell stated that he would look into it.

Emergency Management – presented by Sally Theriault
Mrs. Theriault explained that Mrs. Kolegue-Spalaris has requested level funding at $11,176. She is looking into getting cots for the shelter at a cost of $100 each. She will try to purchase ½ this year and ½ next year. Mrs. Koleque- Spalaris has also applied for a grant that is a 50/50 grant for a laptop and is budgeting for that in hopes of getting it in 2013.

Fire Department- Lt. Chris Dane
Lt. Dane read a note from Chief Carrier that he level funded the budget for 2013. The budget was presented at $708,534.08 which is an increase of $194.26. Chief Carrier explained in the note that he was able to absorb the increases in salary and the retirement system within his budget. There is an increase of $5,913.65 in the dispatch contract with Derry for 2013. Mr. Matt Murphy asked Lt. Dane if the Chief had looked into any of the options for dispatching. Lt. Dane suggested that he ask Chief Carrier whereas Lt. Dane did not have that information. He does know that Chief Carrier has looked into it and we get a good value for what we receive.
Mr. Dane also noted that the department will be looking for a warrant article for $30,000 to replace the Jaws of Life tool. Mr. Wentworth stated that an item such as this needs to be in the budget so that it doesn't risk getting defeated. Mr. Matt Murphy disagreed and said to be transparent you need to educate people and explain the need. Selectman Hartung stated that the Selectmen can discuss what is the best way to approach this issue.

Highway Department- Jon Worthen, Road Agent
Mr. Worthen presented his 2013 budget which is proposed at $787,046 which is down from the 2012 by $1,484. He reduced the sand by $1,000 based on actual expenses for the last few years. He also decreased leased equipment by $484. He hasn't spent any money on heat this year but the waste oil is getting low and he may have to purchase some in the future. There was some confusion over the wording of the lines contract labor & equipment. When there is a contractor hired it is for the equipment (driven by their own personnel) so the word labor will be taken off

and it will read contract equipment. There was a concern with one of the Budget Committee members that there are too many laborer positions throughout the budget.
Mr. Worthen also provided the Selectmen and Budget Committee members with a project list of roads that he is looking at doing for 2013 and 2014. There was discussion about whether or not they should be in the budget or warrant articles.

Human Services-presented by Sally Theriault
Mrs. Theriault presented the budget for the Human Services and it is at $69,871 for the Health Agencies and $35,276 for the administration/vendor payment section.
Mrs. Theriault noted that each health or service agency had a date next to it that stated the last time it was on the ballot. She asked the Selectmen to review and see what agencies should be placed on the ballot again. Mrs. Theriault also asked if the Selectmen wanted any of the agencies to come in and explain their services. Chairman Murphy asked to have Family Mediation come in, only because he doesn't know what they do. There are two agencies looking for funding, one for the first time, Family Promises and one after not having funding for a few years, The Sad Café. The Selectmen need to decide whether or not to forward both of these to the ballot. Mr. Matt Murphy stated that he had a concern with $70,000 being spent by taxpayer's money for charities. Chairman Murphy responded that he understands that people utilize the services and that we help each other out in need, but if Hampstead residents aren't using it, he wants to take a look at it. Mrs. Theriault stated that the application requests usually include the participation numbers for residents. Selectman Hartung also noted that not all of the agencies are charities such as the Vic Geary Center, it is a senior drop in. Mr. Hastings said that the policy of putting 3 onto the warrant is a good practice and have them come in and explain what they do.
Under the administration, the Town just entered into agreement with CHS (Community Health Services) to handle the welfare cases so there will be no welfare salary, but contracted services instead. There may still be mileage in the event that a resident needs to be transported.

Library – Emily Reschberger, Library Trustees
Mrs. Reschberger presented the Library budget for 2013 in a new format. The Trustees took the trustee line item and broke it down to use the current GASB format for account numbers. She explained that they took the format from the 2013 budget and applied it to the trustee accounts so that everyone could see the account number and the last two years of history and the current year to date. The Trustee line for 2013 is at $85,426.05 which is down $899.70. The heat is up as well as building contracts, electronic material, audio/visual, supplies and miscellaneous items. The education line, equipment, library contracts and subscriptions are down. Mrs. Reschberger stated that the Trustees did go back and look at the usage of the subscriptions to see if there were items that weren't being used as well as duplicates not needed and they did find some. The biggest savings is in equipment where they were due to get 6 new computers next year and decided to only do 3. They saved about $2,600. The cost of the museum passes is actually funded by various groups in town and not a budget item but they wanted to show the cost. Mrs. Reschberger explained that under programs they have always budgeted $1,000 but spend more because there are donations from various groups to cover the costs. Under building maintenance they had 2 AC units and some lighting that needed to be replaced as well as some sprinkler gauges.
Under the Library Functions budget the 2013 proposed budget is at $432,852.58, up $8,045.17 from 2012. The bulk of the increases were employee related in the salaries, NHRET, Social Security and Medicare. There was also an increase in the line for contracted services which is their bookkeeper. The increase is a combination of a rate increase that they did not have in time to update the 2012 budget as well as the actual number of hours she is putting in and reports that are being prepared especially at year end.

Planning Board- Presented by Randy Clark, Chairman

Mr. Clark presented the Planning Board budget for 2013 which was proposed at $55,701 an increase of $8,300 from 2012. The major increase is in the engineering line which is up $7,000. Mr. Clark explained that with the projects currently before the board and some that are coming in they anticipate the need for more engineering review. He also noted that most costs such as the engineering fees and postage are reimbursed by the applicant. Year to date there is $18,394 in revenue. The money for the map work has not yet been expended. The maps are due in soon and it is anticipated that the expense will be showing by the next meeting on the budget.

Police Department – Chief Joe Beaudoin
Chief Beaudoin presented his 2013 budget to the Selectmen in the amount of $1,029,177 which is an increase of $43,700 from 2012. Chief Beaudoin explained that in the salary line increase of $21,000, $16,000 is for the union contract. The NHRS is up $15,000 due to the change in the employer contribution rate. He is still working on the contract cost with the Rockingham County Attorney's office but he did increase the line $500. There is also an increase in the general supplies line of $500 as well to cover the costs of paper and ink, etc. He increased the gasoline line by $3,000 to cover the rising costs of gas and increased vehicle repair to cover increased costs in oil changes etc. There is also an increase in the police station repairs and maintenance of $2,200 to fix the bathroom floors and replace the A/C unit. In the past the Police Relief Association has paid for repairs but the unit is beyond repair now.

Recreation Commission- Presented by Committee member Brian Goode
Mr. Goode explained that the budget proposed for 2013 is at $81,827 which is down $4 from the 2012 budget.

Recycling and Solid Waste Committee –presented by Chairman Pat Bracken
Mr. Bracken presented the 2013 proposed budget for $581,849.14 which is a decrease from 2012 in the amount of $670.22. The workshops/training was reduced as well as clerk's salary, household hazardous waste, tipping fee and dues/subscriptions. He noted that the tipping fees are being reduced because the residents are doing a good job at recycling and doing what they need to in order to keep the cost down. On the site maintenance, there is no particular work expected to be done but the budget includes the cost for the electricity to run the compactor as well as for the portable toilets for the employees. They are looking at getting some form of shelter there to get the employees out of the elements when needed. There is a possibility of getting a used trailer from a resident at no cost. If this doesn't happen, they may look at encumbering funds from this year's budget to purchase something. Mr. Bracken explained that the largest increase is in the bulk disposal. For some reason the transfer station has been very busy this year and a lot of bulk has gone out of there. He has spoken with Mr. Harms to see if there is anything to account for the increase but they believe there is none other than people cleaning out stuff. Selectman Hartung asked if they were checking the stickers to make sure they all had one and Mr. Bracken said that they were.

Town Clerk- Tax Collector– Presented by Tricia Curran
Mrs. Curran presented the Town Clerk budget at $133,771 which is up $3,915.60 from the 2012 budget. The increases are in workshops, postage, equipment, salaries and data processing. The workshop location was changed so there is a slight increase in the cost. The data processing is up $300 for the software and based on the usage of the E-Reg by residents. The biggest increase was in equipment for $1,500. Mrs. Curran explained that will need to replace the printer that is in their office that is used constantly. She noted that she has not received any estimates but will get that for the next meeting and will try to purchase this year if there is money available. She was asked about leasing the printer. She stated that they have a copier and if they need more than a few copies they use the one in the meeting room. Mrs. Harrington noted that the cost of some of the current leases are at $99 and up which in a year would be close to the cost of purchasing one out right.

Tax Collector budget is level funded except for salaries. The proposed budget is at $$44,664 which is a $391 increase from 2012. She explained that workshops are down, registry costs are down whereas collections are up. She will try to purchase whatever supplies she can with this years budget if possible.
Elections- Mrs. Curran presented the budget for elections at $5,695 which is down $6,094 from 2012 budget. The primary decrease is the number of elections went from 4 to 1.

Treasurer- Presented by Harold Williams
Mr. Williams presented his 2013 budget at $14,600 which is level funded from the 2012 budget. He did ask the Selectmen to budget for $1,200 in the administration budget to cover potential bank fees. He stated that he has never had to pay bank fees but with low interest rates and the hit the banks took in the recession they are moving to charge fees for items such as direct deposits. He is still working with them to keep the costs as low as possible.

Selectman Lindquist moved to adjourn the meeting at 9:30 pm. Selectman Hartung seconded the motion and the motion passed unanimously.

A True Record
Tina Harrington
Recording Secretary

Minutes Approved

Sean P. Murphy, Chairman

Priscilla R. Lindquist, Selectman

Richard H. Hartung, Selectman