

**TOWN OF NEW HAMPTON
BOARD OF SELECTMEN
MEETING MINUTES
TOWN OFFICE
NEW HAMPTON, NH 03256**

October 29, 2018

MEMBERS

Mr. Irvine, Mr. Denoncour, and Mr. Mertz were present.

PRESENT:

OTHERS

Town Administrator Mrs. Lucas and Town Clerk/Tax Collector Ms. Adams

PRESENT:

CALL TO ORDER:

Mr. Irvine called the meeting of the Board to order at 4:30 p.m.

**BUDGET WORK
SESSION**

Ms. Adams reviewed her proposed budgets.

*Town Clerk/Tax
Collector*

Town Clerk

- Clerk Works annual license fee increased.
- Dues & Subscriptions – increase for a certification program (4-yr) she would like to attend. The board asked to see the syllabus for the program and explained that a Deputy would need to be in place also.
- Requesting to purchase a 1,900 cubic inch safe for use in her office to store marriage records, license plates, monthly balancing, pre-election material @ \$2,100 installed.
- Election budget decreased due to number of elections in 2019.
- State is giving the town the state printer in June 2019, which they will no longer support, so a new printer will be budgeted in 2020.
- Election Misc – increase for mileage reimbursement. Mrs. Lucas asked that instead of that increase a new line be created for Dues, Subscriptions & Conferences so it is consistent with other departmental budgets.

The board asked Ms. Adams to schedule a time to work with BMSI for additional training on taxes the next few weeks, and continue to work on balancing.

Tax Collector

No changes

Executive

Mrs. Lucas reviewed her budget.

Contract Services – reduced due to new software; BMSI increased – planned tax update was not done in 2018 & will now be done in 2019.

Data Processing Maintenance & Repair – additional workstation for part-time employee but overall this will decrease.

Assessing – overall reduction but there is an estimation of costs related to BTLA appeals in a reval year.

Legal – reduced as DirecTV appeal was decided.

General Buildings – reduced due to completion of security system upgrade.

Custodial – increased to put the 2nd floor meeting area and Town House on a regular, quarterly schedule.

General Buildings & Improvements – to include creation of the new Veteran's Park memorial though fundraising will be done, and improvements upstairs for ADA compliance.

General Buildings & Equipment – increased for purchase of new flagpole. There was discussion that the 2018 budget could handle this purchase as it was budgeted to do this year and the board agreed to purchase it now.

Regional Assn – increase with addition of CADY (\$1,000).

There was discussion on whether to reduce the TAN (Tax Anticipation Note Interest) with the consensus of the board to reduce it from \$5,000 to \$2,500.

Mrs. Lucas has further information on her budget which the board agreed they would discuss on 11/1.

OTHER BUSINESS

- Mrs. Lucas said Public Works Director Mr. Boucher will discuss with Porter Paving the issue relative to the possible lack of sander and the overall rate for operator and equipment.
- Mrs. Lucas said Hwy Foreman Mr. Cote will ensure the guardrail is installed on Old Bristol Rd as Mr. Boucher is on vacation.
- Mrs. Lucas advised that Fire Chief Drake is following up on whether the tires in his PO are state bid prices.
- The board decided to hold the next budget work session on 11/12 at 4:30 pm.
- The board discussed insurances. After review the board agreed to 2 medical insurance packages that keeps costs down for the town, with an increase in employee contributions for one plan. Dental increased slightly, short term reduced, life and long term disability remained the same.

PUBLIC COMMENT

There was none.

ADJOURNMENT:

Mr. Denoncour made a motion, seconded by Mr. Mertz, to adjourn at 6:05 pm. Vote was unanimous.

Respectfully submitted,

Pamela Vose