

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

November 19, 2018

MEMBERS

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

PRESENT:

Town Administrator Mrs. Lucas & Finance Officer Ms. Duggan.

OTHERS

PRESENT:

CALL TO ORDER:

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

**BUDGET WORK
SESSION**

Ms. Duggan provided departmental wage worksheets, Warrant Article worksheet and CIP spreadsheet to the board.

Town Clerk/Tax Collector Ms. Adams was present.

Town Clerk

Ms. Duggan provided Town Clerk's updated budget info:
Training and Education increased by \$100 for training of new deputy; Contract Services increased by \$1,250 – CCS to install MAPP update and Atlantic Broadband static IP annual fee.

Tax Collector

Dues, Subscriptions & Conferences increased by \$100 for training of new deputy.

Fire Chief Drake was present

Fire Dept.

Mr. Irvine said after prior review of this budget they had further questions.

1. Building Maintenance & Repair – The \$595 previously added for floor mats was removed by Chief Drake. This budget line was reduced by \$497.
2. Dues & Subscriptions- Firehouse computer software subscription @ \$1,445. Asked about the advantages to the software Chief Drake said it is used for fire reporting to the government but said other reports can be developed.
3. Equipment maintenance and repairs – there was discussion on the yearly Holmatro rescue tools preventative maintenance @\$1,200, which allows for discovering problems on some of the older equipment, prior to the tool being needed in an emergency.
4. Vehicle maintenance & repair – increased by \$2,500; Chief Drake explained the anticipated replacement of exterior lights for various vehicles, batteries, and a new exhaust for 17E3 due to pin holes.
5. Vehicle Equipment – there was discussion on equipment being requested (mobile ready rack, backup camera for fire engine, air pack bracket (17E3), portable pump, tool set for mechanic, portable vehicle chargers) and whether any of this should be in the form of a warrant article. Asked about the need for mobile ready racks Chief Drake explained that the rack allows gear to be moved to the apparatus bay which prevents off-gassing of gear from entering into the occupied building area and would allow for dorm space when personnel live out of town or stay at night.

EMS

Equipment increase of \$8,000 – infusion pump, ALS streaming mannequin, CO detector, scoop stretcher, & child restraint system. There was discussion on whether some of this should be part of a warrant article.

Chief Drake advised that he was agreeable to creating a warrant article for some of the equipment with monies to come from the Special Revenue Fund which is at \$98,745 to date.

Discussion on purchasing new mobile ready racks and whether the current racks could be re-used for this purpose. It was noted there are already 2 ready racks that could be used for leaving gear in the apparatus bay floor until they could be washed and stored back in the gear room. Mr. Mertz said it would be fairly simple to turn the existing racks into mobile units, saving money. The board agreed to remove the ready racks from the budget and any 2019 warrant article and agreed to move the infusion pump, mannequin, tool set, and back-up camera to a separate warrant article.

The board agreed that the employee insurance being considered in the budget, but currently being paid for by the Firefighters Association, will be considered after a current situation where this may apply is determined.

Hwy Dept.

Full-time Wages – Mr. Boucher had proposed a 5% increase for all. There was discussion that there was no supporting information to warrant that increase, that in 2017 wage adjustments were made based on surveys, and comparing other possible increases in other town departments.

NON PUBLIC SESSION

At 6:34 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to go into Non Public Session, according to RSA 91A:3 II (b) Personnel. Roll call was taken, Mr. Irvine, Mr. Denoncour and Mr. Mertz were present and the vote was unanimous.

Present: Mr. Irvine, Mr. Denoncour, Mr. Mertz, Mrs. Lucas and Ms. Duggan.

RETURN TO PUBLIC SESSION

At 6:40 pm, Mr. Irvine made a motion, seconded by Mr. Mertz, to come out of Non Public Session. Mr. Irvine made a motion, seconded by Mr. Denoncour to seal the minutes for 5 years. Votes were unanimous.

WORK SESSION (cont.)

The board agreed to consider an across-the-board increase across all departments for retention purposes. The board asked Ms. Duggan to provide scenarios for the cost to increase wages, per hour, of \$.25, \$.35 & \$.50.

Hwy Dept. (cont.)

Contract Services – increased by \$29,000 to \$54,400, primarily for hauling of materials; this was reduced by \$10,000.

Equipment Rental – reduced by \$5,000, to \$18,100.

Solid Waste

Contract Services – increased to \$8,800 due to increase in disposing of electronics.

Hauling – reduced by \$2,000 to \$70,000.

Electricity – needs adjustment to accurately reflect the needs.

Warrant Articles

The board reviewed CIP recommendations.

Remodel of town offices at \$42,900.

Town bridge expendable trust at \$20,000.

Road surfacing at \$100,000.

New police cruiser at \$38,500.
Extraction rescue tools at \$55,112.
Rescue pumper through grant application at \$275,000.
Security cameras through grant application at \$27,890.
Road survey by LRPC at \$8,500.
Removed from the warrant: Proposed new Highway Dept truck at \$210,000.
Discussion on the delayed tax bill mailing due to the revaluation and the effect on cash flow.

OTHER BUSINESS Mr. Irvine said in reviewing the employee handbook he would like the board to consider longevity pay for part-time employees and asked Ms. Duggan to calculate what that potential cost could be going forward. The board discussed it could be based on 25 average hours per week.

Budget work session scheduled for 11/26 at 4:30 pm.

The board signed leave requests and a purchase requisition – PD (winter tires @ state bid price).

PUBLIC COMMENT

There was none.

ADJOURNMENT:

Mr. Denoncour made a motion, seconded by Mr. Mertz, to adjourn at 7:38 pm. Vote was unanimous.

Respectfully submitted,

Pamela Vose