

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

October 19, 2009

**MEMBERS PRESENT:**

Selectman Mertz and Selectman Bartley

**OTHERS PRESENT:**

Mrs. Lucas

**CALL TO ORDER:**

The meeting opened at 5:00 p.m. Selectman Bartley is acting Chairman in Selectman Tierney's absence. Mr. Bartley wanted to read into the record the intent of the meeting tonight as expressed by Chairman Tierney on October 1<sup>st</sup> (from the Minutes of 10/1):

*Mr. Tierney began this portion of the meeting by explaining the recently announced spending freeze is for discretionary spending and not for needs like fuel, utilities and medical supplies, etc. over which Department heads have no control. He explained town revenues, including \$18,315 of shared revenues from the state, are expected to decrease by approximately \$100,000. He advised revenue is not expected to be any better next year. The State's pending case for the \$110 million of malpractice insurance fund monies could have a greater effect on all town budgets if the State loses the case. The Board is making every effort to ameliorate the effect lost revenues will have on the town portion of the tax rate. The freeze is difficult but absolutely necessary.*

The Selectmen's work this night was to review a draft budget work sheet to prepare for the individual departmental budget proposal reviews.

*Memorandum of Agreement  
For Grant to Reprogram  
Radios for Police and Fire  
Departments.*

(Police Chief Salmon was asked to meet with the Board to clarify the purpose of the Grants)

Chief Salmon advised the Board that the State is trying to narrow the bands so they can get more frequencies. The grant will allow the State to reset emergency channels for statewide use. The Chief believed the reprogramming effort was in effect a housecleaning practice. Emergency frequency bands had been changed to improve communications between jurisdictions in the event of a widespread or severe emergency. Across the state radios were given out pre-programmed by the State but many communities changed some of their programming. Chief Salmon explained the state is now trying to regain control of which radios were changed. To the best of his knowledge, the Chief noted New Hampton Police and Fire had not deleted any of the preprogramming nor changed any priorities that had been set. The problems were found more often in the southern part of the state where overlap was a greater problem. The Chief summarized that this grant will not adversely affect town services, nor will it provide the town any additional services. Programming will be done in New Hampton, so

there will be no cost to the department. Selectman Mertz made a motion to approve, Selectman Bartley seconded and the vote was approved.

*Police Uniform Requisition*

While meeting with the Board, Chief Salmon discussed a requisition for long sleeve shirts and some ties for his officers. The Chief, for example, had no long sleeve shirts for the winter since he had been hired. Motion to approve a purchase requisition for long sleeve shirts and ties for the Police Department in the amount of approximately \$150.00 was made by Mr. Mertz, seconded by Mr. Bartley. The vote passed.

*Legal Services*

Legal Services have been budgeted for \$15,000 each year in addition to the money put aside for the Direct TV case (\$25,000). Mrs. Lucas advised for the purposes of this draft summary budget she put in only \$10,000 for 2010 in addition to the Direct TV case funds (the \$25,000 would be carried into 2010). Without the Central Street Bridge issues and Contracts for FEMA and associated RFP's, it is anticipated that next year's budget will be less demanding of attorney services and thus was reduced by \$5,000 for the working draft budget.

*Insurance*

Mrs. Lucas advised the Board the 2010 rate for Workman's Comp will be determined by LGC once estimates for 2010 payroll are provided. For the purposes of the draft summary, she put \$25,000 into Workman's Comp (up from \$23,000 in 2009) and for Property Liability Insurance the working figure is \$32,000 up from \$30,500. She noted the insurance renewal date is July 1<sup>st</sup>.

*Health Insurance*

Selectmen discussed the significant increase in Health Insurance costs. Using a 16.4% increase on the current plan of Health insurance, they ran some figures on the new expense for single, two-person and family rates for the month and weekly. It is a very significant expense for employees and for the town.

Mrs. Lucas will get some optional changes from the current provider on Wednesday, October 21<sup>st</sup> to see if there are any cost savings available. Mrs. Lucas noted that she will request information from a provider named Primex (Cigna), and she will speak with the Sanbornton Town Administrator to get some contact information for the firm they use, MVP.

Department heads have asked that employees be met with before a decision to change health plans or employee contributions, but the final decision rests with the Board. The Selectmen tabled the issue until more information is available for options.

*Administrative Budget*

Selectman Bartley reviewed the budget for the Administrative costs, and it is at the same level as last year. Mrs. Lucas noted she had actually cut quite a bit, but did so to cover insurance increases.

*Town Clerk/Tax Collector*

Mrs. Lucas reminded the Board that discussion regarding the salary for the position needs to be completed. The salary is currently at almost \$39,000

per year. If someone is elected for the position without experience, the salary is the same as when an experienced person is elected to the position. Mr. Mertz pointed out that if someone who has a good background looks at the salary as a component in deciding to run, the rate should not be too low. Mrs. Lucas also noted the Tax Collector/Town Clerk position is right now funded with a single person rate for insurance. She noted that if someone comes into that position with a need for the family plan, there is no contingency.

Selectmen reviewed the budget submitted and found it to be lacking information and detail. It had been returned for corrections, but Mrs. Lucas noted the Town Clerk had been away at a conference, so just received the Selectmen's instructions today. Selectmen put this budget aside until it is redone.

*Overall Budget Review*

Mr. Mertz suggested reviewing departments that had significant increases and review questions the Board would have for meetings with Department Heads.

*General Building Maintenance*

This entry was \$3,000 in 2009 and went to \$4,500 for 2010. The breakdown sheets show plumbing, electrical and repairs were estimated lower, but roofing needs brought the figure up. A current leak above the Police Department has found that roofing will need to be removed before a repair can be made.

*Cemetery Association*

A letter will be sent asking the Association to come before the Board to discuss their budget and funding.

*Police Department*

Overtime was increased because of the change to 24/7 coverage. Part time wages include the additional police officer anticipated to be hired.

Selectmen noted that the current chief did not prepare the budget from last year so some changes were anticipated between the 2009 and 2010 budget. Selectmen noted that Special Duty has to have a line item, but this cost is reimbursed.

Selectmen will ask the Chief about the office supplies entry. A previous discussion with the Chief noted costs had gone up because of copier replacements and increase costs of toners. He will be asked if he uses re-charged toners.

Uniform costs are at the same levels as 2009 due to new personnel, but the explanation section noted costs would come down next year. Selectmen reviewed this and will ask the Chief if uniform costs can be reduced.

Building repairs – items noting replacing carpet and linoleum will be reviewed with the Chief. Cost for a kennel to holding dogs was discussed as a possible necessity to reduce travel costs and times for officers.

*Fire Department*

The budget includes mechanic Kevin Lang's work. Selectmen noted he had done a great job keeping things going this past year. The Fire Chief will be asked about vehicle maintenance and repairs for next year. Is the department ahead of the curve now?

Overtime line is zero. Selectmen noted something has to be in this line even if it is only \$1.00 in case something comes up.

Selectman Mertz asked about reimbursement for special details. Mrs. Lucas advised she believed it was considered courtesy work with other towns.- Working community events is considered reciprocal.

Selectmen noted there was a cut back noted for telephone and cell phone usage (the Chief is currently paying for his own phone).

The budget line for physicals is same as last year, but not much had been spent in 2009. A question for the Chief will be if that line can be reduced.

Fire Protection Engineer – contracted services: if he has to hire a professional to look at a building – this could be reimbursed to the General Fund.

Selectmen noted the Fire Department has reduced fuel costs by putting in a donated wood stove and collecting dead wood from the property in back of the Station.

Building maintenance is \$5,000. This will be reviewed with the Chief.

Uniforms, Gear and Equipment: hose, headlamps – these needs will be reviewed with the Chief.

Taking away full time positions, putting in part time positions has saved money but this is offset by increases in equipment costs. Overall, however, the Fire Department budget is at 2009 levels.

Training costs have gone down.

Medical supplies have gone up because the hospital is no longer supplying the drugs and supplies. Reimbursement of these expenses goes to the Fire Department Special Revenue Fund. Selectman Mertz asked why reimbursement is not going to reimburse the towns costs. Mrs. Lucas explained that the Special Revenue Fund would have to be re-written in order to change the way this is handled. She explained several ways this could be done, but further information would be necessary. Selectman Mertz will discuss this with the Fire Chief.

**OTHER BUSINESS**

**PUBLIC COMMENT**

**ADJOURNMENT**

Meeting adjourned at 7:00 pm.

Respectfully submitted,

Kristin J. Harmon

DRAFT