

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

November 9, 2009

MEMBERS PRESENT:

Selectmen Paul Tierney, Charles Bartley and Kenneth Mertz were present.

OTHERS PRESENT:

Barbara Lucas, Town Administrator and Police Chief Douglas Salmon.

CALL TO ORDER:

Chairman Tierney called the meeting to order at 5:03 p.m. The meeting was primarily to discuss the Budget for the Police Department and Administration.

WORK SESSION:

The Board began by reviewing manifests, bills, requisitions and purchase orders.

- The Fire Chief submitted several invoices/purchase orders for approval:
 - 1) Solenoids for truck chains. This was initialed by the Selectmen
 - 2) Paramedic training for \$200. This was approved by the Selectmen
 - 3) David Rivers Associates for required training. This was approved.
 - 4) RP Williams for rust preventative paint supplies for the air trailer.
- The Police Chief submitted receipts and invoices as follows:
 - 1) NE Tire Service for the Police Department snow tires. This was approved previously by the Selectmen.
 - 2) Winter Uniform purchases for the Police Department was approved
- Stony Ridge Environmental submitted a bill that appears to be cumulative to cover work on the Central Street Bridge access work dating back to June. Mrs. Lucas will research this figure and advise the Board. During the course of the meeting she was able to determine that this invoice was for \$446.08 over the original estimate for the work to get a DES permit at the River access.
- Mr. Boucher of Public works submitted a bill for \$350 for hauling the excavator when a truck broke down during a project. This was approved.
- Selectmen acknowledged a letter of thanks from William and Carol Phinney for the river access dedication and the work done on the Central Street Bridge.
- Mr. Boucher had advised Mrs. Lucas a recently repaired air compressor needs to be looked at because it keeps tripping the breaker. He is requesting approval for an electrician to look at the situation before requesting a more expensive visit by the compressor repair company. This was approved.
- Mrs. Lucas advised she had emailed Ed Welch regarding a complaint she received regarding a potential trip hazard on the Central Street Bridge's expansion joint.
- Mrs. Lucas submitted a MS-2 statement of appropriation she is preparing for the DRA. This is necessary to document the recent special town

meeting and vote. As soon as minutes are prepared by the Town Clerk, the paperwork will be sent in by Mrs. Lucas.

- A new Interim Director from the Humane Society has requested an appointment with the Selectmen for next week. This will be scheduled.

APPOINTMENTS:

*Police Budget Discussion
Chief Douglas Salmon*

Mr. Tierney advised the Chief they were working from a Summary Budget which did not include Police Department insurance rates. This information is a research item and will be added in at a later time. Social Security, Medicare and retirement expenses are also not shown. Mrs. Lucas has the rates for those, ready for calculation.

The Overtime line item showed a \$7,000 increase, which was explained by the Chief. Half the increase is part time wages for the administrative staff. On previous budgets the part time pay had been shown as part of the regular wages line item. The Chief shows all part time wages in its own category on the new budget. Half the increase is for the additional part time officer. The Chief explained he wanted to better track expenditures at the set rates by putting all part-time wages in one category. He also noted he backed out his own wages because he is now salaried.

He referred to a Police Standards and Training document which suggested 10% over salary as a baseline figure for figuring the over time budget. The Chief feels that the figure was overly aggressive for Department needs and reduced that percentage to 7.5%.

Chief Salmon is further requesting that overtime for training needs come out of the Training budget. Most pay for training falls under regular duty pay, but in the case regular patrol needs are not sufficient to allow training within normal hours (officers covering for someone out sick, etc), this would allow him to more clearly track overtime needs. Mr. Mertz noted that this would cut more severely into his training budget. The Chief explained that flexing time to cover planned training is currently being done but occasionally training (such as that required recently by the Department of Labor) comes up. Those training sessions have set times which can interfere with scheduled patrol times.

Chief Salmon has asked the Bookkeeper if this adjustment can be accommodated and she has indicated it can be with 2 entries per employee – one for regular time and one for overtime.

Special call time has dropped substantially. Fees for Special Duty have been increased but wages have not. The difference will be applied to vehicle and equipment expenses incurred in those duties.

Training tuition figures dropped significantly. Chief Salmon noted that this year nobody has requested college courses that get reimbursed. That allowed him to reduce the figure significantly. The majority of the training is done through Police Standards and Training which is free.

The budget line entry for Professional Support Services was lacking explanation. The Chief explained that most of the figure was for new software multiple use license fees and support. Additionally, maintenance fees for currently-used software will include updates and support for the year. The kennel services are also included in the line item. This was noted at \$1,000 (the 2009 rate) however the figure has not been confirmed for 2010. The Chief will confirm with the Board as soon as he can. He noted that Department purchase of a holding kennel will provide cost savings because it will provide a secure location to hold dogs owned by local residents who can pick up the animals rather than requiring immediate transportation to the shelter by officers.

The budget for office supplies and equipment was acceptable to the Board.

Building supplies and maintenance: The carpet needs to be replaced due to safety concerns, but the Chief is willing to put off replacing linoleum that is curling up at the edges of the rooms. Other building maintenance items he is looking to address are replacement of ceiling tiles damaged when the roof leaked. A hallway was not taped and primed when installed. He is looking to purchase primer and paint and would use volunteer time to get the work done. An interim floor repair under the water heater requires completion as does a section of floor next to it. He is hoping to install some shelves at that location.

The Chief advised that when the roof on the front of the building is done, he had left over roofing tiles available.

Gasoline – costs have gone up 10%. Gasoline costs and the additional part time patrolman's use are reflected in this. The Selectmen approved.

Vehicle repair and maintenance is up slightly. The Chief noted that previously oil changes and other regular maintenance were not being done and the budget reflects that correction. This should save on repairs in the long term.

Uniform costs were discussed. The Chief noted that updates to department uniforms are an ongoing process but the bulk of the expense was due to his own uniform needs. He outlined savings to the town because officers were utilizing older uniforms that were still serviceable and personal expenditures for some items.

A Warrant Article for the purchase of an additional cruiser was discussed. The Department is looking to replace the 2007 cruiser which has been owned longer than the 2006 model. The Chief's plan is to keep the 2007 vehicle in service for the Chief's/administrative use and as a back up patrol vehicle. The SUV would then be reserved for specialized needs calling for its carrying capacity or terrain abilities. All available equipment, lights and computers will be swapped out into the newer vehicle if it is approved by voters.

Unrelated to the Budget, the Chief was asked to teach recruits at Police Standards and Training and reported he would be in Concord from noon on tomorrow.

The Department of Labor requested a replacement door at the Police Department's entrance to replace the split door for safety reasons. Because the DOL's original request had been unclear, previous work on the split door was not sufficient. The DOL found no penalty to the town, but the Chief advised the door replacement will cost \$235. Selectman Mertz will help with installation.

The Chief explained an invoice he was giving them for winter hats embroidered with "New Hampton PD". These had been ordered in September, before the budget freeze.

The Chief spoke to the Board regarding a dog complaint which has been an ongoing issue. The owner of the victim dog did not have documentation on the injuries, and the owner has still not been able to confirm the aggressor dog had rabies shots. The latter owner has been summonsed for not having a registered dog.

Chief Salmon reported fourteen vehicles were broken into at the Park and Ride. The Chief advised Ashland has also experienced an increase in break-ins. The two departments will be working together to determine if they are related events and will be cooperating in the investigation.

The Chief also reported a stolen vehicle had been recovered and in an unrelated issue, there have been a rash of house burglaries. Two arrests have been made.

Investigation of recent vandalism at Veterans Park is ongoing.

Regarding the issue of noise complaint due to a generator which led to the Board issuing a Cease and Desist letter, the Chief reported power should be hooked up within a week or so. In the meantime the residents have purchased a quieter generator.

The Chief reported LGC has not responded regarding his request for information on the development of a departmental disciplinary policy. He will speak with the Board again as soon as he has conferred with LGC.

Mrs. Lucas reminded the Chief of follow-up required regarding a complaint of excessive numbers of non-roadworthy vehicles on a property. The Chief will advise the Board as soon as he has information for them.

MEETING BREAK:

The Board halted the meeting at 6:22 p.m. so that Selectman Bartley could inspect the Police Department facilities to clarify budget requests.

MEETING RESUMED:

Chairman Tierney called the Board back in session at 6:35 p.m.

Executive Budget Discussion

Executive Budget which has increased over 2009 but only due to insurance costs. Mrs. Lucas advised that LGC had planned a meeting for Thursday at 3:30 to discuss options. The original representative was ill, but another person came and was given the questions of the Board. Another meeting will be set to discuss options.

Mr. Mertz brought up the Town Newsletter putting one out next year. He asked if they could put one dollar into the budget for that use. If it is decided to produce a Newsletter in 2010, the expense would come from the printing budget.

Data Processing and Contract Services line item included costs for the last work station upgrades for Bookkeeping. This had been reviewed previously by the Board and accepted. Machines are old enough that a maintenance agreement is reasonable and that cost is included in the budget.

The current budget line reflects estimated costs for normal Town assessment service expenses (current use, timber, etc.) and the legal costs for the DirecTV matter. It does not include costs for Revaluation required by the State every five years.

Selectmen are reviewing methods to reduce the costs to the taxpayers in one budget year. Hiring a company to physically assess all the properties in town is one option but is the most expensive in one given budget year. Two other options are doing a statistical review – which requires confidence in the existing data. The other option is doing a cyclical review before the statistical review, which would require only a third or half of the properties to be physically assessed each year over 3 or 2 years. This would spread the costs out.

A meeting with a state representative to advise the Board on how the options would work is scheduled for Thursday. It is hoped that the Board could skip budgeting for revaluation work in 2010 and begin portions of work the following year and still meet State Requirements for revaluation in 2014.

Mr. Mertz asked about the rate for permit fees versus the actual cost for sending the assessor out, sometimes two or three times. This will be reviewed at a future meeting.

Budgeted costs for Legal Services are up a bit because of the DirecTV issue.

Custodial Services budget line is the same as 2009.

Building Repair and Maintenance went up \$1,500 to cover roof repairs that will be done in 2010.

Contract Services went down.

Miscellaneous was zero, but Selectmen requested \$1.00 to maintain the line item. If any costs come up, funds will need to be moved from another area.

Landfill Expense was budgeted based on an estimate for post closure activities which include water quality analysis, engineering, reporting and work done at that site by town personnel.

Welfare is the same as 2009's budget. While spending has not been close to the budgeted amount in 2009, the current economic situation is judged to warrant keeping the 2009 levels for the upcoming budget.

Police Budget for Repairs

Selectman Bartley reported looking at the Police Department facilities with regard to the repairs requested for the 2010 budget during tonight's earlier session break. He reported that the repairs are minor in nature and are not critical.

OTHER BUSINESS

Fire Chief Drake's Review and Contract

Chief Drake was offered a 3-year contract after his recent review. The contract and review were signed by the Selectmen.

The Police Chief reported the need to replace a battery in the 2006 cruiser. This was motioned by Selectman Tierney, seconded by Selectman Mertz

None was heard.

PUBLIC COMMENT

None was heard.

ADJOURNMENT

Selectman Tierney moved to adjourn at 7:08 p.m. Selectman Mertz seconded and the motion passed.

Respectfully submitted,

Kristin J. Harmon