BOARD OF SELECTMEN
OCTOBER 30, 2013

1 PM
TOWN HALL

WORK SESSION
DRAFT

PRESENT: Richard P. McDermott, Chairman; Maryann Kasprzak, Vice Chairwomen; Charles P. Graham, Selectman; L. A. Ruest, Town Administrator

Cash Flow: L. A. Ruest presented information relating to the processing of a Tax Anticipation Note. She explained the cash flow of 2013 compared to 2012, anticipated expenses and revenues, and the indication received that the projected balances do not qualify for the issuance of a TAN.

L. Ruest also explained the concerns associated with the larger expenses, such as school payments and the county tax, in regard to the delayed tax rate setting. Another suggestion is that of a Letter of Credit. The Board discussed this option and questioned whether it has the authority to obtain a Letter of Credit on behalf of the Town. L. A. Ruest was asked to contact Town Counsel in this regard. The Town of Hampton Falls is not yet part of the DRA's queue to set property taxes.

Budget Work Session: The Board continued its review of the draft budget. R. Dirsa was present at the Board's request to answer questions with regard to Salaries and Miscellaneous line items.

R. Dirsa reported that he has reviewed his budget based on the indication that the Board is looking for a possible reduction and identified that budget line 4210-Police could be reduced $5,000 ($4,765, full-time salaries, $160 vacation buyout and $100 Miscellaneous). Doing so results in a $2,645 increase over the 2012 budget. The Board thanked R. Dirsa for his help in this regard.

Budget review continued starting with line 4312-Highway. Below are the changes that were made:

4312-Highway	The Board reviewed the financial reports for the Road Agent and Highway Department through September and requested that those expenses relating to 2013 road work for the months of August and September be applied to the 2013 warrant article. The proposed amount budgeted for cleaning of catch basins was reduced to $500 from $2,000 and the amount budgeted for road salt was reduced to $22,000 from $25,000.
4442-Welfare	The Board reduced this proposed budget to $7,000 based a review of the previous three year's expenses.
4550-Library	The Board asked that R. P. McDermott bring the question of whether the amounts proposed for Library Space Consultant $1,000 as well as Furniture and Fixtures $1,000 could be paid with Library funds rather than raised through the budget resulting in a $2,000 decrease of the proposed budget.
4155-Employee Benefits	Employee Benefits is the last budget line to be addressed. Some premium information is still pending and adjustments need to be

	made to salaries and benefits due to the change in police personnel.

Discussion took place with regard to obtaining a consultant's assistance for the Fire Chief in regard to budgeting for the Fire Department stipend and other pay plan needs. It was suggested that discussion first take place with the Fire Chief for consideration of attention to this matter in 2015.

Draft Warrant: The Board reviewed a draft warrant resulting in the following:

Warrant Article numbers are subject to change as this document is finalized.

- Obtain and add a dollar amount to Article 17 – water filtration system for Town Hall and Historical Society Museum (Old Library).

- Add a warrant article for half the cost of a new voting machine. This is based on the information provided by the Town Clerk that the current voting machine is becoming obsolete. The Board requested that the 2014 warrant article be half the cost or $3,500 with the remaining cost of $3,500 to come forward to warrant article in 2015.

- Remove Article 11 – replacement radio equipment for the Police Department. It was determined that funds are available from the Special Police Detail Fund held by the Town Treasurer. Chief Dirsa agreed to the removal of this warrant article for $11,000.

- Add $10,000 to Article 15 – computer equipment for the Fire Department. The Fire Chief had originally presented this request to the CIP Committee to be addressed over two years. The Board of Selectmen plans to approve this as well as the removal of Article 11 at its meeting of November 6 when the 2014-2019 Capital Improvement Plan will be presented.

- Question remains as to whether a warrant article should be drafted for the potential withdrawal from the Southeast Regional Refuse Disposal District (53b). L. Ruest will follow up with Recycling and Solid Waste Chairman Michael Hastings in this regard.

- Items previously identified by the Historical Society in regard to potential repairs needed at the Museum (45 Exeter Road) were decided to be items to be addressed with Article 8 seeking to raise and appropriate $14,000 in 2014 for maintenance of this building.

This meeting adjourned at 3 p.m.

BOARD OF SELECTMEN
OCTOBER 30, 2013

1 PM
TOWN HALL

WORK SESSION
DRAFT

PRESENT: Richard P. McDermott, Chairman; Maryann Kasprzak, Vice Chairwomen; Charles P. Graham, Selectman; L. A. Ruest, Town Administrator

Cash Flow: L. A. Ruest presented information relating to the processing of a Tax Anticipation Note. She explained the cash flow of 2013 compared to 2012, anticipated expenses and revenues, and the indication received that the projected balances do not qualify for the issuance of a TAN.

L. Ruest also explained the concerns associated with the larger expenses, such as school payments and the county tax, in regard to the delayed tax rate setting. Another suggestion is that of a Letter of Credit. The Board discussed this option and questioned whether it has the authority to obtain a Letter of Credit on behalf of the Town. L. A. Ruest was asked to contact Town Counsel in this regard. The Town of Hampton Falls is not yet part of the DRA's queue to set property taxes.

Budget Work Session: The Board continued its review of the draft budget. R. Dirsa was present at the Board's request to answer questions with regard to Salaries and Miscellaneous line items.

R. Dirsa reported that he has reviewed his budget based on the indication that the Board is looking for a possible reduction and identified that budget line 4210-Police could be reduced $5,000 ($4,765, full-time salaries, $160 vacation buyout and $100 Miscellaneous). Doing so results in a $2,645 increase over the 2012 budget. The Board thanked R. Dirsa for his help in this regard.

Budget review continued starting with line 4312-Highway. Below are the changes that were made:

4312-Highway	The Board reviewed the financial reports for the Road Agent and Highway Department through September and requested that those expenses relating to 2013 road work for the months of August and September be applied to the 2013 warrant article. The proposed amount budgeted for cleaning of catch basins was reduced to $500 from $2,000 and the amount budgeted for road salt was reduced to $22,000 from $25,000.
4442-Welfare	The Board reduced this proposed budget to $7,000 based a review of the previous three year's expenses.
4550-Library	The Board asked that R. P. McDermott bring the question of whether the amounts proposed for Library Space Consultant $1,000 as well as Furniture and Fixtures $1,000 could be paid with Library funds rather than raised through the budget resulting in a $2,000 decrease of the proposed budget.
4155-Employee Benefits	Employee Benefits is the last budget line to be addressed. Some premium information is still pending and adjustments need to be

	made to salaries and benefits due to the change in police personnel.

Discussion took place with regard to obtaining a consultant's assistance for the Fire Chief in regard to budgeting for the Fire Department stipend and other pay plan needs. It was suggested that discussion first take place with the Fire Chief for consideration of attention to this matter in 2015.

Draft Warrant: The Board reviewed a draft warrant resulting in the following:

Warrant Article numbers are subject to change as this document is finalized.

- Obtain and add a dollar amount to Article 17 – water filtration system for Town Hall and Historical Society Museum (Old Library).

- Add a warrant article for half the cost of a new voting machine. This is based on the information provided by the Town Clerk that the current voting machine is becoming obsolete. The Board requested that the 2014 warrant article be half the cost or $3,500 with the remaining cost of $3,500 to come forward to warrant article in 2015.

- Remove Article 11 – replacement radio equipment for the Police Department. It was determined that funds are available from the Special Police Detail Fund held by the Town Treasurer. Chief Dirsa agreed to the removal of this warrant article for $11,000.

- Add $10,000 to Article 15 – computer equipment for the Fire Department. The Fire Chief had originally presented this request to the CIP Committee to be addressed over two years. The Board of Selectmen plans to approve this as well as the removal of Article 11 at its meeting of November 6 when the 2014-2019 Capital Improvement Plan will be presented.

- Question remains as to whether a warrant article should be drafted for the potential withdrawal from the Southeast Regional Refuse Disposal District (53b). L. Ruest will follow up with Recycling and Solid Waste Chairman Michael Hastings in this regard.

- Items previously identified by the Historical Society in regard to potential repairs needed at the Museum (45 Exeter Road) were decided to be items to be addressed with Article 8 seeking to raise and appropriate $14,000 in 2014 for maintenance of this building.

This meeting adjourned at 3 p.m.