

TOWN OF HAMPS TEAD

BUDGET COMMITTEE

Minutes

December 21, 2017

7:00 PM

PRESENT: Carol Cipriano, Donna Green, Steve Londrigan, Emily Reschberger, Andy Weir

VISITORS: Carol Weir and Travis Weir

1. Call to Order: Pledge of Allegiance

The meeting was called to order by Steve Londrigan at 7:00pm in the Selectmen's Office, Hampstead Town Hall. Donna Green led the Pledge of Allegiance.

2. Approval of Minutes:

Motion by Andy Weir to approve the November 9, 2017 Draft Minutes. Carol Cipriano seconded the motion.

Vote: 5 0

3. Visitors' Comments:

No visitor's comments.

4. Discussion Town Budgets:

Steve Londrigan distributed an updated town budget from the budget received at Monday's Selectmen's Meeting noting the changes to the Fire Department's Protective Clothing line item to \$31,200 and the Support Services line item Dispatch of \$51,250. The 2018 budget total was updated from \$6,340,394 to \$6,463,085.75. Andy Weir noted the Fire Department's overall budget increased by less than 3% with the addition of the protective clothing. Emily Reschberger noted the protective clothing should last several years. Steve Londrigan handed out a graph breakdown of the town budget. The 2018 budget is 0.4% and is the smallest in five years. The Police Department at 21% (\$1,380,233), Fire Department at 15% (\$977,420), Highway at \$960,630, Waste and Recycling at \$687,630, Library at 8% \$532,409. Other departments combined at 30% \$ 1,924,763. The second page broke down as follows: salaries (not contracted) at 40% (includes all town employees), insurance at 10% (consists of employee benefits and town liability policies, and curb side pickup (7%) and tipping fee (3%). Carol Cipriano said she's not sure why the pickup and tipping fee are separated. Andy Weir mentioned possibility of a transfer station to help reduce costs, however, that might increase traffic and the need for more help. Carol Cipriano said it would be open more often and she wasn't sure it could be handled. Road salt came in at \$70,000. Overall everyone felt the budget was good.

5. Members Comments:

Andy Weir felt the department heads had a good handle on their budgets. Increases had good rationale and within reason. Emily Reschberger applauded the Selectmen, Department Heads, and AA's on their thoughtful processes on the budget. Everyone agreed. Andy Weir drafted a template for Executive Summary for Annual Budget Proposals for all Department Heads to improve efficiency and standardize the process. The Executive Summary consists of a memo to all Department Heads explaining the

summary and its use, a blank form, and a fictitious example of the summary. There are currently different styles of presenting budgets and this form would standardize the process, keeping it simple and brief, as well as, help in determining future Capital Needs spending. This will not be a replacement to the budget, but an enhancement. Donna Green asked when the summary form would be handed out. Andy Weir suggested the draft be sent to the Selectman for approval and if approved it would be distributed to the Department Heads. Steve Londrigan liked the approach and will present it to the Selectmen. Emily Reschberger noted it would give the Selectmen and the Budget Committee a snapshot to use along with the budget. Steve Londrigan liked the approach. He explained 2015 was painful as there was an 8% increase in one year. Andy Weir commented this form would help new Budget Committee members get acclimated to the budget. Carol Cipriano mentioned it was easy to follow and helps in planning ahead for the next five years. She felt there should be a more specific section for planning for the next two to five years. Motion was made to edit the Summary then send the updated version of the summary to the Selectmen. Steve Londrigan will submit the edited Summary to the Selectmen for approval. Vote 5. 0.

Donna Green updated the Capital Needs Fund information from Sally Theriault. Currently there is no Capital Needs Committee. Currently there is a balance of \$29,000. Every town building has its own building maintenance line item. The Capital Needs Fund can be used by any department on an emergency basis. The Town Hall will need a new roof in 2018 at a cost of \$8,000 which will come out of their budget of \$12,000. The gym will also need a new roof in 2018 at a cost of \$5,000 which will come out of their \$8,000 budget. Sally Theriault plans to add a Warrant Article for \$10,000 for the Capital Needs Fund. Sally Theriault mentioned in the email the Fire Department might be needing some equipment soon, but the Fire Chief will check for grants to cover the cost and it not come out of the budget. Andy Weir mentioned this would not be a risk. He has a strong sense it will not impact the Capital Needs budget. Steve Londrigan expressed concern if the \$29,000 was enough. Emily Reschberger also asked if this was enough. The Library is making sure it takes care of their repairs and building maintenance. Andy Weir thought the Department Heads have a pretty good handle on their capital needs and planned accordingly.

6. Next Meeting Agenda Items:

Wednesday, January 10, 2018 at 7 pm Town Hall.

7. Schedule Next Meeting Date:

Budget Committee Thursday, January 11, 2018 at 7pm Town Hall
Town Deliberative Session, Friday, February 9, 2018 at 7pm HMS

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8. Visitor's Comments:

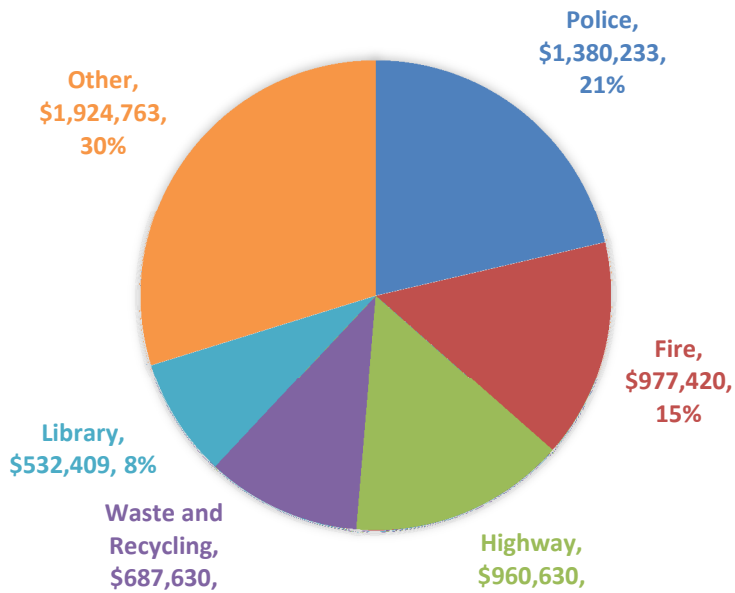
None

9. Adjournment

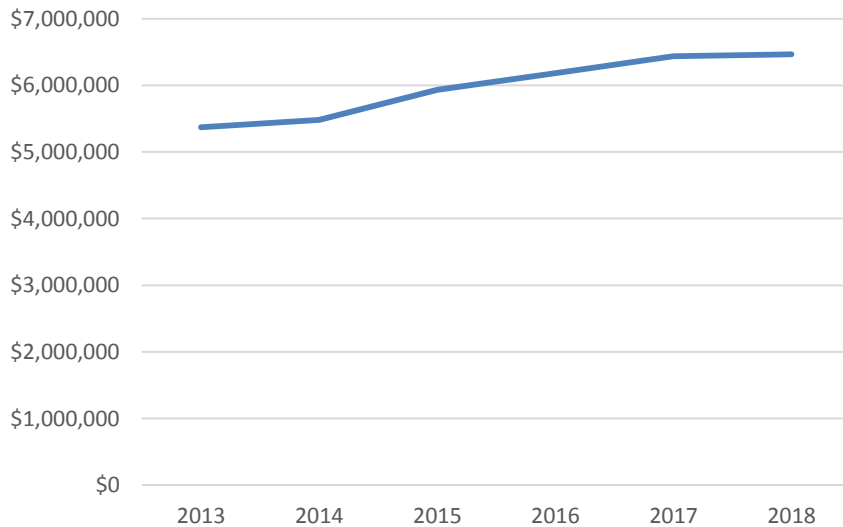
On motion to by Andy Weir, seconded by Carol Cipriano, the meeting was adjourned at 7:40pm.

Respectfully submitted,

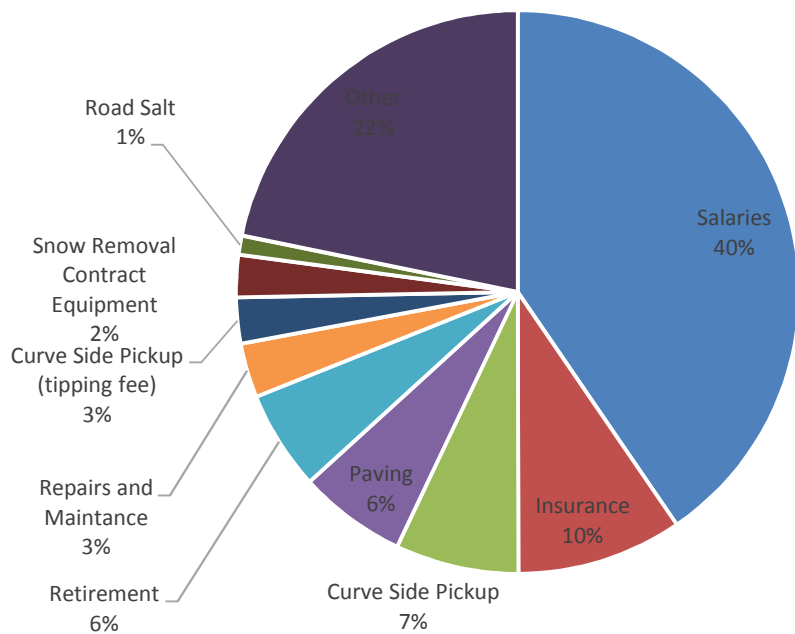
Donna Green
Attachments (2)



The 2018 proposed budget is \$6,463,085. There are 31 main budget categories of which 20 account for 1% or less of the budget.



The 2018 proposed budget is a 0.4% increase over 2017 and is the smallest in 5 years. Since 2013 the budget has increased 21%, approximately 4% per year.



Of the \$6,463,085 budget 40% is wages of all town employees.
This is followed by insurance which consists of employee benefits and the town's liability policies.