

## MINUTES

### **BOARD OF SELECTMEN WORKSESSION – Selectmen’s Hall**

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**November 18, 2020  
11:30 AM**

**Attendees:** Selectmen Leo Enos, Shane Beattie, Leon Rideout (during his office lunch break), Town Manager Edward Samson, Finance Director Michael Nadeau, Town Clerk Charity Baker, Planning/Zoning Coordinator Benjamin Gaetjens-Oleson, Librarian Barbara Robarts, Library/Cemetery Trustee Linda Hutchins, Police Chief Tim Charbonneau, Fire Chief Randy Flynn, Asst Fire Chief Ted Joubert, Highway Foreman Tim Brown, Transfer Station Supervisor Dennis Patnoe, Water/Sewer Supervisor Timmy Bilodeau, Recreation Directors Eli & Megan Vincent, Conservation Commission Treasurer/Secretary Rob Christie

**Library** – Ben reviewed the small changes in the different line items and mentioned the budget is going up about \$1,500, however projected income may come in a bit more than expected, so in the end they may not have to request as much from the town.

They are planning to put in a warrant article again this year to upgrade the lighting. It was voted on a couple years ago but was not done so they need to request it again this year. Ben is going to get quotes on the project and put together a warrant article.

**Welcome Center** – They are requesting the same as they have in the past. The building mortgage is paid. Unfortunately, they have not been able to rent out the space due to COVID so a need for funding is still necessary.

**Cemetery** – It was reported that most lines are the same as the previous year. The tree maintenance line was decreased to \$5,000 and they increased hired services. Shane asked what trees will be cut this year. Michael said, trees in the Summer Street Cemetery. The committee changed that line to also use the money to plant trees.

**Town Clerk** – Charity reported her overall budget is down as there is only one election in 2021 instead of 4. She stated the service contract line needed to be increased to cover the small changes in service contracts. Also, the new equipment line was increased to cover the cost of new credit card swipers.

**Financial Administration** – Supplies line has increased. It was asked if enough money was in the emergency management line. Ben is not sure if it will need to be changed. It is to manage the emergency operations center, supplies, and to purchase some equipment. Ben is fine with \$3,000.

It was discussed the need for a warrant article to cover pension costs for those retiring in the coming year.

**Legal Expenses** – Leo asked if it could be reduced where we only spent \$16,011 last year. Ed explained that we don’t know what will come up for expenses. They decided to leave it as is.

**Personnel Administration** – It was reported that this budget is way down because all the expenses for insurances have now been put in the individual budgets and the only expenses under this department are those for the town office employees.

Leo mentioned at some point a discussion needs to happen regarding health insurance and new hires. Ed stated the last discussion with the budget committee was any new hires would be eligible for a maximum of a 2-person health care plan. Leo said at the next regular board meeting they should make a motion to change the eligibility.

Ed stated the health plan premiums are going to be less this year because we are changing to a “Site of Service” plan which means they need to go to an assigned facility for certain services (Radiology, Labs). The closet Site of Service is Urgent Care in Littleton.

**Col. Town** – Leo asked how many students per staff member are allowed. Megan reported they are required 2 staff members to every 10 children. This past year they had to have more staff due to online schooling and meal deliveries coming in. Ed explained they had additional staffing due to additional requirements for COVID. Kids needing to be separated more. There were also times when they staffed for the number of kids expected and then they would get a last-minute call that the parent was going to keep them home. They have new rules going forward, if the parent has planned for them to be there they will pay even if their plans change and the child doesn’t attend.

It was explained that when it was realized in the third quarter that expenses were up, they adjusted the spending so their bottom line would not go over. Leo asked if they may come in under budget. Eli believes they will come in close to the budget.

Leo asked if they used the new health insurance numbers when they calculated the 2021 budget and it appeared, they didn’t. Ed gave them the new plan amounts.

Community camp maintenance line – Eli reported not everything was done. They still would like to get new toilets. Al has done some of the projects but all projects were not completed. Megan mentioned they have been working with Melissa at Taproot to get some nature programs going out there. They had some planned for May but unfortunately they were not able to hold them. Ben mentioned there may be some funding available for the nature programs.

Ed mentioned the ramp should be going in over the next couple weeks. Eli mentioned that basketball will be starting this week. The kids will have to wear masks and they have scheduled time in between practices to disinfect.

Leo asked if they have an accountability system in case there is an exposure. Megan said they take attendance for every activity so they know who could have been exposed.

Ed asked about anticipated project expenses. Eli stated they have quotes for snack shack stairs and the split rail fence along the soccer field. Dugouts need to be painted and also new roofs on the dugouts. Eli mentioned all those expenses are budgeted under the maintenance line.

Leo asked where they advertised the requests for proposals. Eli stated he reached out to several contractors. Leo mentioned they should put it out in the paper in the future. Ed said they are still at the point that they can still advertise for proposals.

**Police** – A new cruiser has been included in the budget. It will be completely outfitted with new equipment. The price includes all new equipment and installation.

Another increase is in the service contract line. There is a \$1,855 increase because of the State’s required computer upgrades.

Line 0042, Gas & oil – At this time they are way under but he is requesting the same for 2021. The costs fluctuate and this year, not being able to travel for training, etc. The board decided to leave it.

**Fire/EMS** – The budget committee and board of selectmen are still working out what the bottom line of the budget will be for 2021. There is a joint meeting to discuss. Randy said what also needs to be determined is how hard they want to increase the other towns in the first year. The end goal is \$55.00 a per capita. Ted feels it should be a step process and not all at once. Leo said the increase should be done in a 2 year period.

There was discussion about dispatching and the possibility of joining Twin State dispatch and what it would take to be able to join along with installing a generator. A warrant article was mentioned to cover costs. Shane believes the generator should be the responsibility of Twin State and they can disperse the cost out to the communities. Randy stated that is also Twin State’s thought. There was much discussion regarding dispatching changes.

**Health Administration** – Ted reviewed what the Health Officer duties entail.

**Conservation Commission** – Rob reviewed the commission’s budget with the board.

**Solid Waste** – Ed reported that Wayno’s contract went up \$75 a week. Increases to \$50,700 from \$46,800.

**MSW** – Dennis reported everything is status quo. He did increase part-time wages and increased new equipment as they need to replace hammers for the glass pulverizer. Shane asked why we separate the MSW and C&D budgets. Dennis said we have always because the MSW has always been covered by the sale of the town bags and that way they can see the costs are being covered.

**C & D** – Hired services is up because they need to get concrete crushed. C&D Disposals are up because more people are home and generating more.

Leo asked if they were going to fill Dennis’ position when he retires. Ed has talked with Bill and Bill likes what he is doing and is not interested stepping up into the position. Leo asked about Dennis’s status with his buyout when parting ways with the Town. Dennis stated he doesn’t have much unused vacation. Ed stated the employee does get a percentage of their gross earnings as pension. Ed asked Dennis if he thought anyone working at the transfer station would be interested in taking the job. He doesn’t know that any of them want the job.

The board asked that the position be posted in-house for 2 weeks as soon as possible and then can be advertised in the paper if needed.

**Water** – Timmy reported minor changes. Increases on heat, new equipment, vehicle maintenance, and service contracts. Timmy shared his anticipated project list - Radio read meters and upgrading the skater system. Ed believes there is money in the unrestricted fund balance to cover the projects. Timmy also mentioned moving to quarterly billing in the next couple of years. The board agreed to moving forward with upgrading the meters all to radio read and to upgrading the skater system and using the money from the unrestricted fund balance.

Leo asked about hiring the 4<sup>th</sup> person. Tim has the paperwork together to get the posting out. The board would like the posting to go out in-house for 2 weeks as soon as possible. Then it can be advertised in the paper if needed.

Shane asked if there are other projects that should be on the radar, like lines that see the most breaks being replaced. Timmy mentioned the most breaks occur on Elm Street, the north end of Summer Street and Hill Street.

**Sewer** – Timmy reported changes in new equipment, vehicle maintenance, and hired services lines. Hired services is up because of the new discharge permit requirements stating that some of the tests have to be done by a contracted lab.

Timmy reviewed the sewer project list with the board.

**Highway** – Tim reported the asphalt line is up in order to pave several streets in need of repair (Blackberry Lane, Robin Lane, Richardson Street, etc.).

Mowing services line was raised \$1,000 to cover request of the new person doing the mowing.

Ed asked what the life was left on the backhoe. Tim said it is a 2013 or 2014 and it is getting tired. They discussed what specs they are looking for in a replacement. Tim said it should be at least a 550. There was discussion about the other equipment and when those will need replacing. Ed mentioned the crew does a great job extending the life of the equipment.

Shane asked his thoughts of prolonging the life the backhoe or possibly rebuilding it. Tim feels rebuilding doesn’t seem to work or last.

The board had nothing more to add or discuss. Meeting ended at 1:48 p.m.

Respectfully submitted,

Charity M. Baker

Board of Selectmen

Date: \_\_\_\_\_

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Leo Enos

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Leon Rideout

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Shane Beattie