

Selectmen's Meeting Minutes

Monday, November 27, 2017

Present: Chairman Diorio, Selectmen Darcy, Gallagher, McCosker and Rideout; T.A. Collins and Kim Worden.

6:00 p.m. Chairman Diorio called the meeting to order.

Selectman Gallagher made a **motion** to approve and sign the Manifests of November 27, 2017 and the public and non-public minutes of November 20, 2017, second by Rideout. Motion passes unanimously.

New Business:

Selectman McCosker made a **motion** to have the Chair sign the Phantom Fireworks Annual License, second by Gallagher. Motion passes unanimously.

T.A. Reports/Requests

T.A. Collins informed the Board that the USDA grant for the pumper truck is to be submitted by the end of the week. The cost is \$210,000 with 73,500 to be paid by grant if approved and the rest from the capital reserve fund. Selectman McCosker made a **motion** to have the Chair sign the USDA grant for the pumper truck, second by Gallagher. Motion passes unanimously.

T.A. Collins had a Settlement Agreement re: Deborah George. Jill noted additions requested by Ms. George's attorney and noted that when the time comes, Deborah would like to talk to Selectmen re: reducing for 2017. All were agreeable to talking with her. It was pointed out that checks should be made directly to Deborah George. Discussion followed. Selectman Rideout made a **motion** for the Board to sign the Settlement Agreement, second by Gallagher. Motion passes unanimously.

Jill informed the Board she will be away for two weeks beginning December 3rd. Kathryn is the point of contact and Jill will email department heads. She mentioned that they usually don't meet at the time of the Children's Christmas Party. Discussion followed. It was decided to skip the December 4th meeting. Also discussed was the week of Christmas being slow and the possibility town offices being open in the morning and at noon closing doors to work uninterrupted on specific things, if approved. It was noted that Town Clerk and Tax Collector hours will remain the same. Selectman Gallagher made a **motion** (for most town offices) to be open to the public for limited hours during Christmas week, second by Rideout. Motion passes unanimously.

Board Comments:

Selectman Rideout has a Parks and Rec. Meeting on the 7th.

Selectman Gallagher will have a meeting on the 6th.

Selectman Darcy would like a non-public on reputation.

Chair Diorio has a Fire Department Building Fund Meeting tomorrow night.

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6:14 p.m. Selectman Darcy made a **motion** to go into non-public meeting under RSA 91-A:3, II (c) reputation, second by Gallagher. The vote is as follows: Gallagher-I, Darcy-I, Diorio-I, McCosker-I, and Rideout-I. Motion passes unanimously.

6:31 p.m. Regular Meeting reconvened.

Selectman Darcy made a **motion** to seal the minutes of the non-public meeting, second by McCosker. The vote is as follows: Gallagher-I, Darcy-I, Diorio-I, McCosker-I, and Rideout-I. Motion passes unanimously.

Budget Committee joined the meeting.

Parks Dept. Budget was discussed with Frank Podlenski present. Jill noted that Prentiss Taylor is now in the Parks Budget. Maintenance and repairs were discussed. Softball, Little League and fields on this side (downtown) of the school are town fields. Selectman Darcy made a **motion** to tentatively approve the Parks Budget in the amount of \$42,589, second by McCosker. Motion passes unanimously.

Highway Budget was discussed next with Frank present. There was a question on the line item re: resealing/resurfacing. Frank stated that this resulted from an 81,000 carryover and a 20,000 encumbrance. Selectman McCosker made a **motion** to tentatively approve the Highway Budget in the amount of \$624,426, second by Gallagher. Motion passes unanimously.

Transfer Station Budget was discussed with Frank. Selectman Gallagher made a **motion** to tentatively approve the Transfer Station Budget in the amount of \$68,143, second by McCosker. Motion passes unanimously.

Frank mentioned that he didn't bring it up earlier, but he has a pile of miscellaneous gravel to get crushed up. He has an estimate of \$30,000. He would like to use any leftover money, if there is any, or will look next year to appropriate. He is hoping Selectmen will allow him to use any leftover funds. The Corse Gravel Pit is getting close to an end and as it gets closer, he would like to propose buying winter sand at \$8 per yard vs. \$12 per yard.

Matt Palmer was present to discuss **Summer Programs**. Salaries, the number of counselors, and various requirements were discussed. Peter Zavorotny asked about current camp charges and whether we are still getting free and reduced. Ann Diorio indicated *yes* for the free and reduced and we are currently charging \$150 for camp. Selectman McCosker made a **motion** to tentatively approve the Summer Program Budget in the amount of \$73,610, second by Selectman Darcy. Motion passes unanimously.

The **Municipal Pool** was discussed next with Matt. Peter Zavorotny had a question on the equipment, maintenance & repairs lines. Jill explained what was covered under those lines. It was noted that Falvey needs to redo the filter. Selectman McCosker offered to look at that matter with Matt. Selectman McCosker made a **motion** to tentatively approve the Municipal Pool Budget in the amount of 48,019, second by Darcy. Motion passes unanimously.

There was discussion with Matt on the **Community Events Budget**. Selectman McCosker asked how many hours the Seasonal Sports Director is budgeted for. Matt indicated that the hours were raised in

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order to have spring and summer offerings. Selectman Rideout asked if participation is charged to offset that. Matt responded yes. Peter Zavorotny stated that he would like to have more information. Selectman McCosker agreed that this was a lot of money and he wants to know what he is voting on. Selectman Gallagher made a motion to tentatively approve the Community Events Budget. There was no second and no vote. Peter Zavorotny assumed we will need to revisit this. This **matter was tabled**. It was noted that this should be revisited in the near future.

The **Community Center Budget** was reviewed. Matt showed a photo of the backside of the center that showed the need for two posts and all four beams, due to rot. Selectman Rideout asked Matt if he had an estimate yet. He did not. Matt also mentioned the front sign was also showing signs of rot. Chair Diorio questioned the equipment purchase line in the amount of \$3175. Selectman Darcy explained that he, Sean, and Matt are working on software for the web page and this is the estimate for the entire town. It was discussed that \$2000 of that should be moved to the executive (FA), reducing equipment purchase to \$1175. Per Matt, the \$1175 may cover a grill, screen (for movie night), and security cameras. Revenue generation discussed by Matt, at James' request, is through consistent programming. Peter Zavorotny asked if we can reserve for structure issues. Jill indicated that reserves will be going toward the roof. Selectman McCosker made a **motion** to tentatively approve the Community Center Budget in the amount of \$87,020, second by Rideout. Motion passes unanimously.

Next, the **Financial Administration Budget** was revisited. Selectman Darcy made a **motion** to tentatively approve the (new amount for) the Financial Administration Budget of \$154,968, second by McCosker. Motion passes unanimously.

Fire Department Budget was looked at next. Chief Terry Zavorotny was present. Jill explained that the P.D. did away with the First Response Budget, resulting in this Fire Department Budget having increases in salaries, uniforms, medical supplies, and training. Peter Zavorotny congratulated them for settling the matter. Terry answered questions on how emergency calls are handled by priority. They now have four EMTs, two EMRs, one ready to license, and two in class. Selectman Rideout asked if the P.D. still carries medical bags. Chief Zavorotny indicated that they do. If they have to leave, they can because the Fire Department is there. Selectman Rideout also asked about a minimum call back. Selectman Darcy asked if there was a way to see how the salary number was obtained. If there was a formula, that would be even better. Selectman Darcy made a **motion** to tentatively approve the Fire Department Budget in the amount of \$212,502, second by McCosker. Motion passes unanimously.

Election Budget was skipped as not all members had the information.

Planning and Zoning. It was pointed out that the Miscellaneous line should be \$250 following Selectman Darcy's question. Selectman Rideout made a **motion** to tentatively approve the Planning & Zoning Budget in the amount of 103,291, second by McCosker. Motion passes unanimously.

Cemeteries. Selectman McCosker made a **motion** to tentatively approve Cemeteries and Parks Budget in the amount of \$18,433, second by Darcy. Motion passes unanimously.

Selectman Darcy made a **motion** to tentatively approve the **Insurance** Budget in the amount of 42,332, second by McCosker. Motion passes unanimously.

Rescue Budget was discussed. Selectman Darcy made a **motion** to tentatively approve the Rescue Budget in the amount of \$141,635, second by McCosker. Selectman Darcy noted that he would like to

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look at contracts in the near future. Discussion followed. Jill noted that our guys respond until Rescue gets there; then Rescue takes over. It was noted that looking at other services and comparisons should be done prior to July 1st.

For **Building Inspector** budget, it was noted that he has been putting in more hours resulting in the salary being up a bit and increase in vehicle allowance. Selectman McCosker made a **motion** to tentatively approve the Building Inspector Budget in the amount of \$45,953, second by Darcy. Motion passes unanimously.

Selectman McCosker made a **motion** to tentatively approve the **Emergency Management** Budget in the amount of 14,159, second by Darcy. Motion passes unanimously.

Street Lighting was discussed. With the rate change, it is 28,000. Selectman McCosker made a **motion** to tentatively approve the Street Lighting Budget in the amount of \$28,000, second by Darcy. Motion passes unanimously.

Selectman Darcy made a **motion** to tentatively approve the **Transit Service Budget** for \$15,500, second by McCosker. Motion passes unanimously.

Solid Waste Collection budget was discussed. Jill noted that this is tentative, the ELO student is working on this too - on handouts and charts. Selectman McCosker made a **motion** to tentatively approve the Solid Waste Budget in the amount of \$253,243, second by Darcy. Motion passes unanimously.

Health Officer Budget. Selectman Darcy made a **motion** to tentatively approve the Health Officer Budget in the amount of \$1125, second by McCosker. Motion passes unanimously.

Jill will email information out re: Health Agency.

Selectman Darcy made a **motion** to tentatively approve the **Welfare Budget** in the amount of \$68,220, second by McCosker. Motion passes unanimously.

Library Budget discussion included salary and repairs are up. Grandfather clock needs repair. Selectman Darcy made a **motion** to tentatively approve the **Library Budget** in the amount of \$49,561, second by Rideout. Motion passes unanimously.

Selectman Rideout made a **motion** to tentatively approve the **Patriotic Purposes Budget** in the amount of \$1750, second by Darcy. Motion passes unanimously.

Selectman Darcy made a **motion** to tentatively approve the **Conservation Budget** in the amount of \$500, second by McCosker. Motion passes unanimously.

Selectman Gallagher made a **motion to table** the **CDBG Budget**, second by Rideout. Motion passes unanimously.

Jill will be out from 12/3/17 to 12/17/17. It was decided there was no need to meet on Wednesday. Ann will take minutes for next Budget Meeting. Budget Committee adjourned

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Jill had a meeting with Bernie and Matt re: sustainable communities. The idea is to attract businesses to the downtown area. Jill looked at how to make this work. Beautification is part of this. she noted that we have an amount in the CDBG fund of around \$5000 for economic development. It won't grow, is used for little items and money is dwindling. Instead of asking for donations and confusion that has arisen, she thought of putting monies in Beautification to be handled by Jill. It won't cost taxpayers anything, enhances the downtown area, and would go through the general fund with a \$2000 operating budget for plantings. This wouldn't happen until July 1st. They will now have a budget for the next two years. (It would come out of the general fund and then a check would be written to reimburse the account). Matt had questions. It was clarified that this would be for the Beautification Committee as far as plantings go. It is just for the downtown plantings. People donating could be offsetting. Selectman McCosker made a motion for Jill Collins, Town Administrator to use funds from CDBG up to \$2000 for Beautification Plantings, second by Rideout. Motion passes unanimously.

8:32 p.m. Selectman McCosker made a **motion** to adjourn, second by Darcy. Motion passes unanimously.

Respectfully Submitted,

Kim P. Worden
Secretary