

*Selectmen's Meeting Minutes*

Monday, November 16, 2020 meeting held at Police Department Meeting Room

Present: Chairman Steve Diorio, Selectman Bernie Rideout, Selectman Mike Carrier, Selectman Megan Kondrat, Selectman Richard Johnson (arrived after Motion for manifests and minutes); T.A. Collins and Kim Worden. Chief Rataj, Sean Leary, and James MacDonell also attended.

6:00 p.m. Chairman Diorio called the meeting to order at the Police Department meeting room.

Selectman Carrier made a **motion to approve** the manifests of 11/16/20 and public and non-public minutes of 11/9/20, second by Rideout. The vote is as follows: Diorio-I; Rideout-I; Carrier-I; and Kondrat-I; (Selectman Johnson arrived following this vote). Motion passes unanimously.

T.A. Collins noted that she will follow up with financials in the future.

T.A. Collins noted that Nick Shaink would like to donate \$4,300 for the flag pole (labor) and \$3700 for new police workstations. Selectman Kondrat asked Chief Rataj about the workstations and he explained that each officer will have a workstation they can be assigned to. Discussion followed and all agreed that was a great donation. Selectman Rideout made a **motion to accept** Nick Shaink's donations, second by Kondrat. Motion passes unanimously.

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*Board Comments:*

Selectman Johnson noted that he would like a follow up non-public.

Selectman Kondrat asked about attending the Planning Board Meeting via Zoom. Sean will send her the link. She added that she would like to commend the Board in their efforts for being proactive re: both Election Day and providing Trick or Treat alternatives.

Selectman Rideout noted that he wanted to follow up with once per month meeting in non-public following the regular meeting and excusing the Town Administrator and Secretary. Discussion followed. The Board agreed to start this next week.

Chair Diorio noted that there is a Budget Committee Meeting Wednesday night. Last week was a preliminary meeting and notes were made for discussion with the Department Heads.

T.A. Collins reminded everyone of a Bridge Meeting via Zoom tomorrow at 1.

Chair Diorio brought up tonight's Budget Review and asked all to think of questions and make notes. He explained the process of tentatively approving, a public hearing, and finalizing and approving the budgets.

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*Citizen Comments:*

Sean Leary noted Parks and Rec will meet via Zoom on December 3<sup>rd</sup>.

James MacDonell, Tax Collector, noted he will be printing Tax Bills this week.

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Chief Rataj noted another drug case; there have been three in three weeks. His update of COVID-19 is that they are adding about one per day and he is having a hard time keeping up with the tracking due to communications between the states. He has talked with DHHS re: his concerns with the numbers being skewed and hopes to have more accurate information.

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Budget discussion followed with T.A. Collins:

*Executive:* It was noted that Health Insurance and Retirement increased in all budgets as well as increases for COLA and merit. This budget covers Town Administrator and Secretary. Secretary is also under Water & Sewer budgets. Budget was 196,205 and now projected at 222,087.

*Election:* This is up due to Town Clerk cost of living, health and retirement increases. Overall, it actually went down due to going to one-check system and not as many elections. Budget was 351,218 and now at 346,565.

*Finance:* T.A. Collins noted that this is probably down due to less armored car service. Checks are deposited in-house now. Health Insurance is up, computer is down. Budget was \$172,891 and now at \$169,516.

*Assessing:* Full re-val year will be 2022. T.A. Collins noted that this is basically cyclical. Utilities assessing to include poles, Walmart and former greyhound park is done by Skip Sansoucy. He picked up 8 million this year on those. Budget stayed at \$49,400.

*Legal:* T.A. Collins noted this stayed pretty much the same with payment for Town Attorney unless something comes up out of the normal course of things. He works with Community Development Coordinator on planning and zoning issues too. Other legal expenses include shredding company which picks up on a quarterly basis and Mortgagee searches on lien properties. Money is left in for abatements. This budget stayed at \$53,000.

*Planning:* This was up less than \$700 due to insurance and retirement. Budget was \$117,289 and now at \$117,979.

*Government Buildings* is up \$100. T.A. Collins noted that she looks at what has gone up and what she can bring down. She noted repairs and maintenance that will need to be done which include runners and stage curtains, trim paint (previously quoted at \$64,000) front door structural issues, needing a quote to replace slate and clean gutters, and annual window cleaning. She also mentioned that air conditioners will need replacement. Chair Diorio requested percentage information related to increases or decreases. T.A. Collins will have that information for the public hearing handouts. Budget was at \$67,822 and now at \$67,922.

*Parks:* T.A. Collins pointed out that Cemetery and Parks is combined. There is a \$306 difference. It was noted that there was a question of reducing extra help salary from the Budget Committee. T.A. Collins suggested they talk to Department Heads when they are in to discuss budgets. Chair Diorio noted that he likes using the four-year averages. Budget was at \$60,991 and now at \$61,297.

*Insurance:* It was noted that it is down and is split between Water & Sewer. Budget was \$40,500 and now at \$38,500.

*Police Department:* It was noted it was up \$40,000. NH Retirement went up to 33% from 28% which is most of the \$40,000. It was noted that last year the savings was due to officer numbers being down. Computers are up and overtime is up due to being short-staffed. They are paying overtime to cover shifts. T.A. Collins pointed out 150 hours

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being budgeted per officer in overtime. Chief Rataj noted concerns of tablets in cruisers, computer issues with cars but they aren't ready to work on that yet. Budget was \$1,447,152 and now at \$1,488,323.

*Rescue:* Budget was \$144,060 and now at \$146,438.

*Fire Department:* T.A. Collins sent a request for breakdown of salaries, number of members, call volume, etc. She noted that it is hard to pinpoint and they can have the Chief in to explain. Budget is up \$9000 with 8000 in salaries. Discussion included T.A. Collins suggesting review and reevaluation of job descriptions. Budget was at \$241,088 and now at \$250,166.

*Building Inspector:* Up due to salary. Budget was 47255 and now \$49,591.

*Emergency Management:* T.A. Collins noted that she does the budget. She noted the generator at the F.D. needs to be replaced and possibly radios. She has asked for figures to see about assistance in funding through Homeland Security or other means. Discussion followed. There is no funding from VY as in the past. There is a need to discuss this with the Department Head and T.A. Collins suggested asking what we are doing with Emergency Management. Budget was at \$10,233 and now \$11,547.

*Highway* budget is up in health insurance. Discussion followed. T.A. Collins noted the department's willingness to respond to all requests. Highway Budget was 672,970 and now at \$694,896.

*Street Lights:* This is down due to expected LED lighting. Budget was \$28,000 and now at \$25,000.

*Rubbish Removal:* The contract went up as discussed previously. Discussion followed including that no other bids came in and about paying more per ton for recyclables than for garbage. Solid Waste Collection Budget was at 257,500 and now at \$304,750.

*Transfer Station:* This is up due to a combination of retirement and overtime. Budget was \$68,459 and now at \$71,447.

*Heath Officer:* Budget was at \$1125 and now at \$1158.

T.A. Collins is waiting for *Health Agency* information.

*Welfare:* This is staying the same and there could be a little savings. Budget was \$49,214 and remains \$49,214.

*Library Budget:* There was discussion on the clock being fixed last year. Budget was 52,895 and now at \$53,338.

*Patriotic Services:* Chair Diorio noted that Bill Nebelski is asking for a few dollars more re: poles and/or brackets breaking re: flags. Figures are expected to be coming. Budget was at \$1750 and remains at \$1750.

*Summer Program:* It was noted that there is some increase there. Salary is up a little and they are looking to hire more Counselor II than Counselor I. Budget was at 67,624 and now at \$71,979.

*Municipal Pool:* This was not up a lot. It was pointed at that training is up due to life guards needing recertification. Budget was at 39,398 and now at \$41,417.

*Community Events:* This is down about \$4,000. Salaries were discussed. This includes part of the Program Director Salary and the Seasonal Sports Director salary. Budget was at \$22,102 and now at \$18,550.

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*Community Center:* It was noted this is pretty much the same but down in some areas. Training sessions have been attended via Zoom. Budget was at \$69,459 and now at \$62,196.

*Transit:* T.A. Collins noted there is good ridership and provides a nice service. Budget was at \$15,500 and remains at \$15,500.

*Conservation* is at \$700 for State dues.

*Debt Services:* Budget was at 111,950 and now at \$103,795.

*Capital Outlay:* T.A. Collins noted there was a request for lawn mower for cemeteries. There is a possibility of replacing two cruisers, Discussion followed. Fire Department may also be asking for more money.

*Water:* This is down. Budget was at 559,213 and is now at \$516,256.

*Sewer* is also down. Budget was at \$407,892 and is now at \$397,675. T.A. Collins noted department heads will be in for discussion. She explained the way it works with DRA and the offset being the same amount.

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Public portion of the meeting ended. Chair Diorio noted that they would be going into a non-public under personnel.

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7:34 p.m. Selectman Kondrat made a **motion to enter into non-public** under RSA 91-A:3, II (a) personnel, second by Carrier. The vote is as follows: Diorio-I; Rideout-I; Carrier-I; Kondrat-I; and Johnson-I; Motion passes unanimously.

7:48 p.m. Regular meeting reconvened.

Selectman Carrier made a **motion to seal** the non-public minutes, second by Kondrat. The vote was as follows: Diorio-I; Rideout-I; Carrier-I; Kondrat-I and Johnson-I; Motion passes unanimously.

7:48 p.m. Selectman Rideout a **motion to adjourn**, second by Kondrat. Motion passes unanimously.

Respectfully Submitted,

Kim P. Worden  
Secretary