



Board of Selectmen
Town of Gilmanton, New Hampshire

APPROVED on 11-18-19

Meeting

October 21, 2019

Approximately- 9:08pm. – Gilmanton Academy

Present: Chairman Marshall Bishop, Selectman Michael Wilson, Selectman Mark Warren, Town Administrator- Patrick Bore`, Assistant Town Administrator-Heather Carpenter and Finance Director- Brenda Paquette.

All departmental budgets were represented by the Dept. Head

Also, present please see attached sign-in sheet. – Members of the public not present.

Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman Bishop, Vice Chairman Wilson & Selectman Warren)

Disclaimer: The views and opinions expressed in a stated or attached statement read during public comment are those of the speaker/authors and do not reflect the opinion of the Town of Gilmanton. These minutes represent topics discussed and not a reflection of verbatim discussion.

Budget Workshop

Highway Dept.- Road Agent Paul Perkins & Foreman Jim Goodwin

01-4311-140-Overtime- \$20,000 requested; This overtime line is used all year not just in the winter.

Discussion on the hiring obstacles that have been presented this year, the overall set up of the department and what it's going to take to provide a smooth operation, hiring two additional employees, the regular tasks of the staff vs contracting out the large scale tasks and being able to work with LRPC to provide a 10 year plan for the Towns Roads in order to plan for large projects and regular maintenance.

01-4312-694-\$70,000. The request is a \$5,000.00 increase. Sand quotes have not been received as of today.

01-4311-663- \$5,000.00; Request upped due to age of equipment.

01-4311-666- \$6,000.00; Increase due to the price of blades.

01-4311-669- \$6,500.00; Request upped after discussion with the Selectmen which centered around age of equipment- 04 Freightliner and 16` International, presently there is an issue with oil weeping.

01-4311-661- \$15,000.00; Request is the same as last year, the Road Agent has requested that this amount stay as-is due to equipment issues in the past. Further discussion about budgeting for a lesser amount and creating an equipment repair line that Selectmen will be agents to expend if a problem with equipment does arise, that way we are not raising this amount every year as a budget item but by placing it in a non-capital the money will be there if the need arises. The Road Agent has requested it stay in the budget, there is concern that if the Warrant Article doesn't pass than he won't have it in the budget if a problem does come up.

01-4312-392- \$150,000.00; Request has been increased by \$20,000.00; these are served by sub-contractors.

01-4312-650- \$20,000.00; Request has been increased by 10,000.

01-4321-693- \$30,000.00; Request has been increased by approximately \$6,000.00.

01-4312-670- \$10,000.00 Same amount requested; The Road Agent is preparing to have more culvert work

done prior to the end of the year and the budget will be totally spent.

01-4312-695- \$75,000.00; Request has been increased by \$5,000.00; Pricing comes from State bid.

01-4312-696- \$50,400.00 requested. This line in the past has been used to offset salt and sand budget overages, paving budget is still needed.

Street Lighting

01-4316-410- Line item remains the same at \$4,500.00

Road Better/Highway Block Grant- We will have an idea of the amount that will be received after the tax rate is set within the next 30-days.

Capital Items- The request to place \$60,000.00 for Highway Equipment and an article for a sander and plow. *Warrant articles have not been officially formulated at this time.*

The Town Administrator requested an update on the recommendations given by Primex, the Road Agent stated he has done all the items aside from the sprinkler system recommendation. Additional items discussed were about building maintenance, and roofs for the sheds.

Time-11:30

Fire Department- Fire Chief Joe Hempel

Wages discussion was presented for line 01-4220-114- 116.

01-4220-120- Part-time Wages; The request is \$39,000.00. Currently, this line has not been fully utilized due to the overages inline 01-4220-140.

01-4220-140- Wages Overtime; The request is \$20,000.00 and is the same as last year's request.

01-4220-190- Wages on call; The request is \$37,500.00, a decrease of \$500.00. Call personnel is paid out on a monthly basis. There are approximately twenty individuals on the roster but a core group of people does most of the calls, qualifications are required and significant.

01-4220-210- Health Insurance; This number has not been given, as soon as it is received the budget will reflect the cost.

01-4220-270- Fire Training; \$13,250.00 The request has increased due to the funding for the paramedic training for the Lieutenant. Once he is done the certification the hope would be to offer that training to another employee.

01-4220-291-FD Insurance Call Fire Fighter No increase; request stands at \$5,665.00

01-4220-370- Computer expenses; *This number is currently in flux due to the current RFP for computer services, once the number is known it will be reflected with a solid number.*

01-4220-431-Repair and Maintenance; Request is \$8,500.00

Chief Hempel is placing the roof repair under a capital expense rather than a budget item, currently, he has two quotes for a metal roof and one quote on a silicone roof solution.

Selectman Wilson would like to see two additional metal roof quotes.

01-4220-560- FD Dues & Subscriptions- One of the larger pieces to this line is the reporting software "Firehouse", currently the software is on the server and the server is up for replacement. In order not to have it on the server, we are looking to move to a Cloud-based system, using the same company. Currently, the cost is \$1,000 per year and the access is limited, with the transition to the Cloud-based system it will be a little bit more of an investment, the annual subscription will be about \$3,300.00. With the upgrade we will have access and permissions will be granted to any of the staff, anywhere they are, automatic updates, and latest maintenance.

TA- Just for the Selectmen's information, the replacement cost for the server would be anywhere between \$6,000.00 - \$7,000.00. The server is past due for replacement and CCS will no longer be supporting it.

Chief Hempel- The server isn't doing a lot; it is only supporting our Firehouse software.

The IAM responding is another communication system we use in the house. It is an app that is on everyone's phone, laptops/desktop when the Fire Dept. receives a tone, it alerts us but more importantly allows us to see who is responding to the call. This tool is a great value that has been utilized for the last three years and the cost is between \$600.00-\$700.00 and is connected to about ten other towns which are helpful for mutual aid calls.

01-422-610- FD Supplies Ambulance- There is an increase in this line and is for our consumables, which is a factor of the call activity, all IV material, bandaging, oxygen, etc.

01-4220-630- FD Rep & Maint. Equipment: The request has decreased a little from \$5250.00 to the Dept. Head request this year of \$5,000.00

01-422-635- FD Gasoline: The request has decreased from \$3000.00 to \$2,750 per the Dept. Heads request.

01-4220-641- FD Protective Clothing/Cleaning: The cost to outfit our fire personnel is about \$3,000.00 per employee, gear lasts about 10 years. For full-time staff and our active call members we provide two sets because if you have an incident and it needs to be decontaminated, we have an extractor at the firehouse, we wash our own gear and dry it but it does take it out of service for a day and a half to two days.

Currently, there is no drying system and the cost is approximately \$8,000.00, we hang dry the gear at this time.

01-4220-660- FD Vehicle Repairs: This line is decreased from last year's request of \$22,000.00 to this year's request in the amount of \$21,000.00. There is also a backup account if there is a major issue that arises. *Non-capital account for repairs and maintenance*

01-4220-680- FD Uniforms: This line is decreased from last year's request of \$4,000.00 to this year's request in the amount of \$3,750.00.

01-4220-740- FD CO Tools and Equipment: This line is decreased from last year's request of \$8,500.00 to this year's request in the amount of \$8,000.00.

01-4220-800- FD Prevention: This line is decreased from last year's last year's request of \$1,000.00 to this year's request of \$750.00. This provides some of the prevention material for the School, public use and education.

01-4220-999- FD Ambulance Billing Service Fee: This is the Ambulance billing company's commission; the number is based on the percentage of their collected amount. Every month we get a commission check that goes into our ambulance account.

Finance- All the ambulance collection monies is a separate account but it goes to the general fund and offsets the entire tax rate.

Further discussion on the CIP, and special accounts, like a revolving fund.

Chief Hempel- In my mind and the mind of the staff, we have some expensive equipment to purchase on a five-year, ten-year mark, such as ambulance and defibs. There are capital items that we call durable goods that are essential to our function. For years we have put that money away and into the general fund. Many other Towns allocate the funds for those items, defibs alone every seven years are \$35,000.00 apiece, & ambulance replacement is every ten-years. If we were putting that revenue into a fund, that help offset that, essentially our CIP money for those expenditures it would portray a truer story.

Further discussion on the historical thought process of how it is managed now vs setting up a fund for that purpose, revenue, and warrant article process, the possible effect that it could have on the operating budget and the current lease option for a vehicle and the approval, order and delivery process of the vehicles.

Other topics and price points discussed are as follows;

- Tanker lease is on the last payment
- The time frame to build a fire truck is about a year, once you receive the following year your first payment won't be due until the following year.
- A remount of Eng. \$130,000
- Extrication tool- \$19,000.00
- Discussion and history of the two fire stations in town.
- Roof Replacement- The quotes are being sourced currently and will be available in the near future, a metal roof replacement will cost roughly around \$40,000.00
- CIP- Replacement of Eng. #3 and the ambulance replacement fund. We should be looking to order that truck in 2021, and delivery of it in 2022. The cost will be between \$675,000.00 - \$700,000.00. Currently, there is \$136,000.00 in the account.
- Tanker discussion
- Fire Command vehicle will not be needed for awhile
- Forestry Vehicle replacement; we are good for a little while; the replacement is set for 2021.
- Command car is not scheduled for replacement until 2026 with a 10-year service life.
- Grant for emission removal for the I.W. station, the value of the grant is approximately \$40,000.00

Time- 12:50 p.m.

MOTION: On a motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted to take a lunch break from 12:50 p.m. until 1:30 p.m.

Time: 1:35 p.m.

MOTION: On a motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted to come back from lunch break at 1:35 p.m.

Legal Expenses

Town Administrator-Patrick Bore` presents the legal budget for the upcoming year.

Last year's request was in the amount of \$220,000.00, doubling the expenses of the previous year. By the end of September, we have spent \$97,000.00, if annualized we should be at \$130,000.00 at the end of 2019.

Looking at the fees over 60% of the cost is the lawsuits. The lawsuits are at different stages but some of them are getting into the trial stage, the trial cost is difficult to estimate but it appears that we will be over the \$130,00 by the end of the year.

- The Fogg lawsuit is at the discovery stage. For information for Selectman Warren, Mrs. Fogg is suing the Town for wrongful termination; \$575,000.00 in damages being requested from her lawyer because she hasn't been able to find a job since.
- Police Dept. lawsuit will be going to trial in Dec/Jan timeframe. Expected expenses will jump up during this time.
- The Curriers lawsuit- They have just refiled after the judge asked them to condense and clarify and are requesting three million dollars in damages.
- The next three are due to the three utilizes, FairPoint, Eversource, and PSNH. FairPoint and PSNH could go to BTLA trial verily soon. PSNH has made an offer of \$49,000.00, we think if we use the Sansoucy calculation, the Town should pay \$22,000.00 and change. The FairPoint case we didn't have a number until the summer and their offer was \$88,000.00.
- The last lawsuit has not started yet but it will shortly, is for Mr. Joe Haas. He is requesting his school taxes back in the amount is roughly \$13,000.00.

We are at \$97,000, if we analyze \$130,000.00, the total budget is \$220,000.00 but it is very hard on any of those to figure out how much and where we are going to spend. In addition to the budget, we have a fund

called "Court Cases", line 10- Non-capital and Board are agents to expend, there is about \$35,000.00. In the best-case scenario that would cover the PSNH lawsuit and that does not cover the 2018 portion.

Town Administrator's recommendation: Place money in the non-capital account for future payments.

We have a potential \$140,000.00 between PSNH and FairPoint, there is no way that we are going to ever get close to the three million dollars, I doubt we are getting even close to the five hundred, seven-five thousand as well and the PD lawsuit, the only thing that could come up is paying for the Police Dept. legal fees.

Further discussion on budgeting in the non-capital account vs the operating budget.

Board Consensus: Budget \$220,000.00 for legal and a Warrant Article in the Court Cases non-capital in the amount of \$70,000.00 (3-0).

Chairman Bishop would like to meet with legal counsel for an update.

COLA-

Board Consensus: Set COLA at 1.6% for this year (3-0).

Recess-2:18 p.m.

Return from recess- 2:22 p.m.

MOTION: On a motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted to return from recess at 2:22 p.m. (3-0).

(1) Non-Public Session per RSA 91-A:3, II (a)

MOTION: On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (a). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

Personnel

MOTION: On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

MOTION: On a Motion by Vice-Chairman Wilson, and seconded by Chairman Bishop it was voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman Bishop-yes, and Selectman Wilson -yes).

The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.
Time 2:52 p.m.- Selectman Warren has left the meeting temporarily.

Return to Public Session

Police Department presented by Chief Currier

Wages were not discussed; Chief Currier has given his recommendation and the Board of Selectmen has seen the request.

01-4210-110- ACO: This line was intentionally left blank; looking into different avenues to cover this position.

01-4210-120- PT Wages: This line is staying the same because the department won't be fully staffed until halfway through the year. This budget would cover to part-timers.

01-4210-125- Wages Special Detail: This line covers all the non-reimbursable detail for Voting, Trick or Treat, 4th of July parade, 4th of July fireworks, Old Home Day, Labor Day fireworks, Drug Take Back, and Christmas Events.

**Four Election will need to be budgeted for this year, January (Primary), March, September (State) & November (Presidential).*

01-4210-140- Wages Overtime: The request this year is for \$10,000.00 which breaks down to five hours per week total on average, roughly two call out's per week.

3:20 p.m. Selectmen Warren returns

01-4210-141- Grant Overtime: The request is zero.

01-4210-150-Holidays: This line is based on wages; the number is unknown at the moment.

01-4210-190- PD Wages Call Pay: The Dept. Head request has increased from last year's request. Further discussion on hourly rate increase to \$4.00 per hour.

Board consensus is to increase the hourly pay for call pay to \$4.00 per hour (3-0). The total request budgeted for will be \$11,680.00.

01-4210-270- PD Training: The Dept. Head request is increased to \$5,000.00 from \$2,000.00. Chief Currier's goal is to send employees to regular training, some are local and some include travel.

01-4210-290- PD Pre Employment Services: The Dept. Head request is \$1,000.00, after further discussion the request has been increased to \$2,250.00 to cover the total cost.

01-4210-341- PD Telephone: This line is being increased to \$6900.00, increase due to the addition of the MDT Air Cards, which is a recommendation from MRI. This line includes landlines, cell phones, and air cards.

01-4210-411- PD Heat: Increase by \$250.00

01-4210-430 -PD Communication Rep & Maint.: The Interwar Software to linked to the Town Clerk/ Tax Collectors for dog lookups. Recommendation by the past Town Clerk/ Tax Collector and by the current Town Clerk/ Tax Collector.

01-4210-560-PD-Dues and Subscriptions; The cost of books has increased.

01-4210-635-PD Gasoline: Request is the same as last year for \$14,000.00.

01-4210-681- PD Equipment: This line is increased to \$5,000.00 from \$3,000.00 due to staffing increase.

01-4210-800- PD Other Programs: The Dept. Head request changed to \$2,500.00 after further discussion.

Non-cap account- \$5,000 to be placed for cruiser repair.

Warrant Article- New cruiser in the amount of \$48,022.00

Time 4:17 p.m.

Transfer Station- Presented by Mr. Ron Nason- Transfer Station Manager

01-4324-112-TS Wages #2 PT- The Dept. Head is requesting hours to be increased to 30 hrs. per week. The other employees who are budgeted for more hours aren't interested in adding more hours to their time but this employee is willing to work additional hours.

The additional time would be utilized on Tuesday and Friday.

ATA Carpenter- The concern is that if the #1 and #3 do not want the hours then we have allocated additional hours to those lines.

Further discussion on rotating shifts or offering the additional time to all employees, open hours vs non-open hours. The Manger works on Tuesday for half-day and Friday for half the day, Monday is used for truck pick-ups. The issue with compactor pick-ups and how it can affect the open hours, the possibility of open hour changes to elevate the problem, and the Light Commercial Haulers to only use the facility on Wednesday.

ATA Carpenter- In the past, it was a requirement of the Light Commercial Haulers were only allowed to utilize the Transfer Station on Wednesday.

Discussion on increased charges for Light Commercial Haulers, the possibility of different stickers to identify them, scale, the reconfiguration of the traffic pattern at the location and the issue of outside business utilizing the Transfer Station because of the lack regulation and cheap pricing.

Finance- Brenda Paquette-Currently, we are paying this year to get rid of demolition at \$76.00 per ton, and \$170.00 haul, monthly hauls are between 10-13 hauls per month. This is a residential transfer station, not a commercial facility.

Transfer Station Manager- The other reason for the number of hauls is because we get a lot of furniture and it can't be crushed down enough, so the load fills up fast and goes out the light.

01-4324-801- Demo Disposal Hauling Fees- \$42,000.00

We are currently contracted with Waste Management until 2022, the demolition cost will increase at that time to \$83.50 per ton vs our \$76.00 today, plus the hauling price would be increasing.

TA- This Transfer Station was set up a residential transfer station, if we limit the commercial to only Wednesday and residential on the weekends, this accomplishes two things; you have less risk of a commercial truck hitting a residential person during the weekend and fewer chances of having your containers full before the end of the day. Then we have up until 2022 to do a serious analysis on the scale to decide whether it makes sense to get one and accommodate commercial or we say finish.

Further discussion on how to fix the current demolition cost and the discussion that will take place through the Budget Committee process, how commercial haulers are utilizing the transfer station without the proper permit from the Town Hall. The issue of paying for water weight still exists for items like furniture, mattress, and equipment. New rules from Waste Management came out that the compactors are required to be covered to avoid snow accumulation for liability purposes.

01-4324-270-Training: \$500.00

01-4324-390-TS Professional Monitoring: The actual is not reflecting the amount of testing that has been done because the bills have not been received.

01-4324-391- Mowing Grounds: Increase of \$150.00

01-4324-430- TS Repair & Maint. Building: The Dept. Head is requesting an increase of \$1,000.00 for vinyl siding and T1-11 removal.

01-4324-636- Diesel Fuel: This line is used for the skid steer

01-4324-660- TS Skid Steer Rep. Maint.: The Dept. Head is requesting an increase in the amount of \$5,000.00 for hard rubber tires.

01-4324-661-TS Compactor Rep & Maint: No repairs needed this year; this budget can be used to cover the compactor per the new Waste Management rules this year. The budget request will remain at \$3,000.00 for the 2020 budget.

01-4324-690- Miscellaneous: The baler wire was purchased out of this line.

Discussion on the issue of the eye washing product and if that was purchased, the issue with Waste Management not picking up the in a timely manner causing the Transfer Station to close early, income that is brought in by the Transfer Station and how to offset Capital Improvements, commercial trash vs residential trash and what it is costing the Town.

Manager -Ron Nason- Canterbury last year made \$85,000.00 because they have a mandatory recycling program. We have approximately 25% of townspeople recycling.

01-4324-800- 01-4324-808: These lines are related to Waste Management.


Capital Items:

- Baler to be replaced in 2020; two prices on balers have been received, the price point is between \$75,000.00- \$80,000.00. There is approximately \$54,000.00 in the Recycling Equipment Capital Reserve Account.
- The Manager is looking into a grant through NH the beautiful for a part of the baler. NH the beautiful meets twice a year, next meeting is in the spring and can be used for anything in reference to recycling.
- Facility maintenance needs will be needed to be quoted if improvements are needed, & continued the discussion on the amount in the capital reserve accounts.

Conclusion: The next Board of Selectmen meeting should be held on November 4th.

Adjournment: On a Motion by Chairman Bishop and seconded by Selectman Warren it was voted unanimously to adjourn at 5:47 p.m. (3-0).

Respectfully Submitted,


Heather Carpenter
Assistant Town Administrator

Approved by the Board of Selectmen


Chairman Marshall E. Bishop
Selectman Michael J. Wilson
Selectman Mark E. Warren

{Audio recordings are available at the Selectmen's Office and for free as a link on the Town website through SoundCloud}