

**Board of Selectmen
October 6, 2017**

Present: Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the session to order at 1 p.m. Department heads and committee representatives were present as follows:

Parks & Rec - Wayne Robinson

Mr. Edwards asked about the increase in the electricity line (01-45201-410). Mr. Robinson noted it includes the cost of Internet at the ball fields for use of WiFi cameras. Mr. Robinson then referred to the salary line (01-45201-110). He suggested the position of Program Coordinator be changed to Assistant Parks & Rec Director. Comparisons to various other towns we made. The Board members noted that the Town does not currently have a position of Assistant Parks & Rec Director, or a job description for same, on the wage chart. This line was increased to reflect a 2-step increase for the current Program Coordinator for 42 weeks.

Mr. Robinson advised that this budget still has a credit with the Sanbornville Water Department, so no appropriation is needed for this line (01-45201-412).

Mr. Avellani noted that each department seems to have its own copier lease. Perhaps this could be combined under 1 bid in the future. He then referred to budgeting for lifeguards. The pros and cons on this were discussed. Mr. Edwards stated that if we have lifeguards, it should not be a babysitting service, and rules should be put in place. However, if the Town does not employ lifeguards at the Town beach, the Town reduces its liability. Some maintenance at the beach is necessary, however. Mr. Edwards had been in favor of employing lifeguards, but given this discussion he would rather hire a part-time maintenance person. **Mr. Avellani moved to reduce this line (01-45201-110) by \$8800, and to approve the section total at \$161,470. Ms. Twombley seconded the motion, which passed 3-0.**

Mr. Robinson referred to the need for fencing at the ball fields. He has communicated with a number of vendors but has only received 1 response.

Town Hall Annex (Parks & Rec Building) - Wayne Robinson

Discussion ensued regarding the custodial line (01-41942 -360). This service has been put out to bid in the recent past without success. Discussion followed regarding the possibility of a municipal-wide custodial/maintenance person. The Town Administrator will work with the Director of Public Works to develop a job description for the next budget cycle. **Ms. Twombley moved the section total at \$11,240. Mr. Avellani seconded the motion, which passed 3-0.**

Town Maintenance - Leigh Nichols

Mr. Nichols provided revised budget sheets. Mr. Edwards referred to the salt line (01-43121-682). Mr. Nichols expects to utilize the entire 2017 appropriation. Because the department is using more salt, it will use less sand. Mr. Nichols also expects to totally expend the liquid calcium line (01-43121-685). He plans to use more in 2018 to address all gravel roads, thereby reducing the need for maintenance.

Although the gravel/CBR line (01-43121-681) is only 2% expended for 2017, additional deliveries of this product will begin next week. Mr. Nichols explained his use of the outside hire line (01-43121-810). He has just had significant work done and suggested reducing this line to \$15,000 for 2018. The narrative will be revised. **Mr. Avellani moved the section total at \$155,000. Ms. Twombly seconded the motion, which passed 3-0.**

Highway Department - Leigh Nichols

Mr. Nichols distributed a spreadsheet reflecting employees and rates of pay. He and Ms. Collins had discussed the possibility of adding a new position, which would be shared between the Highway Department and the Transfer Station. Discussed plans for cross-training, including a number of employees becoming wastewater certified. Some revisions were made to this spreadsheet.

The line for part-time employees (01-43122-120) was over-expended in 2017. This line was reduced in the 2017 budget to reflect an additional full-time position; however, that position was not filled until April. Part-time assistance for snow plowing was required prior to April. Cost of the proposed position (\$18,720) will be shared equally between the 2 departments. This line was revised to \$9,360.

Mr. Avellani expressed concern regarding the proposed increase in this section. Mr. Nichols has proposed moving an employee to the position of Assistant DPW Director/Road Agent. After discussion, Mr. Avellani suggested the possibility of reorganizing the Public Works Department next year to include other areas which may include development of the position of Assistant Director of Public Works.

Mr. Nichols may consider leasing vehicles in the future. Discussed the anticipated expenditures from the 2017 vehicle maintenance line (01-43122-660). He will provide Ms. Collins with a list of current equipment, including year of manufacture and any issues. He will also investigate phasing in the leasing of equipment. The 2017 line is over-expended; however, the 2018 request could be reduced if leasing is pursued.

The line for telephone (01-43122-341) has increased due to installation of a second phone line. Expenditures from the medical expenses line (01-43122-350) will be verified. Mr. Edwards suggested reducing the building maintenance line (01-43122-430) to \$3000 and to utilize unexpended 2017 funds for some of the projects planned for 2018.

With respect to the heating fuel line (01-43122-411), Mr. Nichols confirmed the department utilizes any roadside trees cut down by this department. This line was adjusted to \$5000. Mr. Nichols increased the supplies line (01-43122-610) to reflect his increased use of printer ink.

Mr. Nichols is considering changing the current radios to digital, and he spoke to his intended use of an ARC View license. He noted he increased the departmental supply line (01-43122-680) as a number of the vehicles now use synthetic oil. Perhaps he can purchase some with 2017 funds.

Under new tools (01-43122-740), new software for Freightliner will be required. This line was reduced to \$4000 with the understanding the software will be purchased in 2017. **Mr. Avellani moved to take this section under advisement. Ms. Twombly seconded the motion, which passed 3-0.**

Transfer Station - Leigh Nichols

Mr. Nichols provided a spreadsheet for salaries, including half the cost of the proposed part-time person to be shared with the Highway Department. The spreadsheet was revised, and the line was reduced to \$150,000. The line for telephone (01-43241-341) was increased to \$1350 to include the cost of Internet. Discussion followed regarding hours of operation and access to the Transfer Station. The equipment maintenance line (01-43241-630) reflects increased oil changes for the compactors. **Mr. Avellani moved the section total at \$436,856. Ms. Twombly seconded the motion, which passed 3-0.**

Sewer - Leigh Nichols

Operation and Maintenance: The line for professional services was over-expended due to the permitting required every 5 years, which in turn requires engineering services. **Mr. Avellani moved the section total at \$34,264. Ms. Twombly seconded the motion, which passed 3-0.**

Line Maintenance: The maintenance/services line was increased to \$4000. **Mr. Avellani moved the section total at \$7000. Ms. Twombly seconded the motion, which passed 3-0.**

Pump Station: Mr. Nichols believes the maintenance & repairs/services line (02-43262-430) was over-expended due to pump issues. **Mr. Avellani moved the section total at \$21,060. Ms. Twombly seconded the motion, which passed 3-0.**

Treatment Site: NH now requires PFC testing. **Mr. Avellani moved the section total at \$19,600. Ms. Twombly seconded the motion, which passed 3-0.**

Equipment: This narrative needs to be updated. **Mr. Avellani moved the section total at \$2000. Ms. Twombly seconded the motion, which passed 3-0.**

Capital Outlay: Perhaps the cost for the pumps should have been expended from this line (02-43265-930). Discussion followed regarding use of the "02" fund. Ms. Collins will discuss further with the Town's auditors. Total sewer budget: \$83,924.

Ms. Collins referred to the previously approved line for patriotic purposes (01-45831-820). After further discussion regarding banners with Wayne Robinson, Ms. Collins is requesting additional funds for banner holders. **Mr. Avellani moved the new section total at \$2230. Ms. Twombley seconded the motion, which passed 3-0.**

Further discussion included agenda items for October 11. There are several non-public issues, so the session will start at 6 p.m. There will be a non-public session with the auditor on October 18 at 2 p.m. Ms. Collins advised that it appears as though insurance rates will be reduced, while dental rates will increase slightly. She suggested the Board might consider adding other types of coverages. Mr. Avellani suggested the possibility of viewing plans with higher deductibles and sharing the resultant cost savings with the employees. Perhaps this can occur during a year when the rates increase.

Ms. Twombley updated the Board regarding the recent Planning Board meeting. There being no further business, the meeting adjourned at 5 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombley

Lino Avellani