

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, November 21, 2022
Selectmen's Chambers
356 Main Street-Farmington, NH 03835

Board Members Present:

Gerry Vachon, Chairman
Charlie King, Vice Chairman
Penny Morin
Doug Staples
Ann Titus

Others Present:

Ken Dickie, Town Administrator
Scott Orlando, Police Chief
Ruth Ellen Vaughn, SAU Superintendent
Ron LeMere, Bldg. Insp./CEO
Peter Spencer, Transfer Station Supervisor
Chuck Tiffany, Water/Sewer Supervisor
Roberta Gibbs, 500 Club Treasurer

1). Call to Order:

Chairman Vachon called the meeting to order at 6 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3). Public Input: None

4).Review of Minutes:

November 7, 2022- Non-Public Session C- No errors or omissions

Motion: (Titus, second Staples) to accept the Nov. 7 Non-Public Session C minutes as written passed 5-0.

Motion: (Morin, second Titus) to seal the Non-Public Session C minutes of Nov. 7, 2022 for 3 years as disclosure would adversely affect the reputation of a person other than a member of the board passed 5-0 by a roll call vote (Vachon, King, Titus, Staples, Morin-aye).

November 14, 2022- Non-Public Sessions A & B- No errors or omissions

Motion: (Titus, second Staples) to accept the 11/14/22 Non-Public Sessions A & B minutes as written passed 5-0.

Motion: (Morin, second Staples) to seal the Nov. 14, 2022 Non-Public Session A minutes for 3 years as disclosure would adversely affect the reputation of a person other than a member of the board passed 5-0 by a roll call vote (Vachon, King, Titus, Staples, Morin-aye).

Motion: (Vachon, second King) to unseal Non-Public Session A minutes from Nov. 7, 2022 passed 5-0.

Mr. Vachon said last week during the public input session a question was asked if this board had been discussing a **School Resource Officer** position with the school district. He said due to

the nature of the negotiations between this board and the School Board all minutes for those non-public sessions were sealed which means they cannot be discussed so when asked he stated no because they were privileged, confidential and sealed.

He said as everyone now knows, the Town has entered into a **Memorandum of Understanding** with the School District for 1 to 2 SRO's. I just want to make that clear that we were sworn to secrecy with the non-publics sealed so it could not be discussed so I could not answer that until it was official which was on the School Board to disclose which they did when (School Board Chair) Tim Brown made a statement about it last Tuesday.

Mr. King (who is also a School Board member) said SAU Superintendent Ruth Ellen Vaughn sent out an announcement Monday during the day that they were unaware of.

Mr. Vachon said he was saying Mr. Brown made a statement about it last Tuesday night at the School Board meeting and it was not up to this board to disclose the details. I just wanted to clear that up he said.

5). New Business:

Farmington 500 Boys and Girls Club Water Concern- No representative of the 500 Club was present and Mr. Vachon asked if someone from the club was coming to the meeting.

Mr. Dickie said he received a message that a Club rep was on her way to the meeting and suggested they move to the Police Dept. agenda item.

Motion: (Titus, second King) to table the 500 Boys and Girls Club until they get here passed 5-0.

Accept Donation from 2A Tactical- Police Chief Scott Orlando said he was not provided the information he was anticipating for tonight's meeting and it ended up being officially closed today so he did not receive that.

He said he did receive the permit for the Christmas tree lighting festival and it has been signed and accepted by the Dept. of Transportation and gave a copy of the permit to Mr. Dickie.

Motion: (Morin, second King) to table the 2A Tactical donation until our next meeting;

Discussion: Mr. King asked if that was something they could consider tonight based upon the information provided and making it contingent upon receiving that information.

Chief Orlando said they've discussed it all along and he was looking for the total value of the donation and then he was going to come before the board, express what that total donation was and get them to accept said donation. He said they have made multiple requests for it and it hasn't come in like they anticipated.

Vote: The motion passed 5-0.

Mr. Vachon asked how long it would be for the 500 Club rep. to arrive.

Mr. Dickie said Bobbi Gibbs is supposed to be coming in but he didn't know when she would be here. He suggested they start the review of the proposed budgets until she arrives.

Consensus of the board was to begin the review of the proposed Transfer Station 2023 budget.

6). 2023 Proposed Budgets:

Transfer Station- Supervisor Pete Spencer came forward and presented his proposed budget.

Sanitation Administration-Landfill Personnel- Supervisor (Mr. Spencer) at \$25.05 an hour, annual salary \$52,104; SWOT/Scale Master (Steve Rutherford) at \$18 an hour, annual salary \$37,440; Mr. Spencer said Mr. Rutherford was given a bump in salary at his last review to bring him to the \$18 an hour. He said a 2% wage increase was done by the study to bring employees up to current common wage for position held at \$2,698. The total budget was \$85,280 and with increases is now \$89,544 he said.

Mr. Staples said they had a long talk about using their names and pay without being in non-public session.

Mr. Vachon said that is public information because they are public employees.

Mr. Vachon said the only discussion in non-public would be the reasoning for their wages.

Mr. King said the current year budget was \$135,000 on the administration line the balance remaining is \$22,000 or 16% and asked if he will be under budget on that line based on the time left.

Mr. Spencer said he didn't think so and that it would be really close (to the total amount).

Mrs. Titus asked what SWOT means for the benefit of the viewers and the Recording Secretary.

Mr. Spencer said it means they are certified and trained to work at the facility without him being present and it stands for Solid Waste Operators' Training.

Mr. Vachon asked if the 2.5% was included in the budget line for potential raises.

Mr. Spencer said yes.

Part Time- SWOT- Mr. Spencer said this position pays \$14.75 an hour for 24 hours at \$18,408 annually. He said this position is currently open due to a former employee exiting the position.

Landfill Overtime- Mr. Spencer said this budget is \$1,000 to be used for snow removal at the Transfer Station and to make time to meet vendors for removal of regional and universal waste.

Landfill Training- He said the budget for this line is \$500 which includes webinars, SWOT certifications and Scale Master's licensing and will stay the same (level funded from 2022).

Landfill Uniforms- Mr. Spencer said the budget for this line was \$950 and is now \$1,500 due to the price inflation for uniforms.

Mrs. Morin asked what the uniform consists of.

Mr. Spencer said it is what they buy on their own and he did this (what he was wearing) for the color code and they usually go with hoodies, pants and a shirt for the summer and winter gear because they are outside all day and Carhartt's (brand name work wear) are getting expensive.

Mr. King said they over expended the line by \$540 and asked if he was looking to budget what he expended this year.

Mr. Spencer said yes.

Mr. Staples asked if the part timers get uniforms too.

Mr. Spencer said yes and they generally get \$150 for their uniform.

Mr. Vachon asked if they have to turn in receipts to prove they spent it on uniforms.

Mr. Spencer said yes.

Wage Adjustment Landfill- Mr. Spencer said this budget was for \$1,325 and it is now \$2,698 and this increase is due to a 2.5% increase of the employee wage adjustments study. He said that is minus the health and dental insurance so the total for Sanitation Administration is \$113,795.

Mr. King said for the health benefits he budgeted \$12,472 but there is 50% left and asked if he is planning to budget another \$12,472 because he is not showing anything in that column.

Mr. Spencer said he is not sure at this time and asked Mr. Dickie if they talked about this being due to an employee's buyout.

Mr. Dickie said if he budgeted in for a family plan and he got bought out that's why it's only at 46%.

Mr. King said right now those boxes aren't filled out and then asked about the total for sanitation administration.

Mr. Spencer said the total is \$113,795 and that is minus the health, dental and unemployment because they were still working on that with Mrs. Heon.

Mr. King said so it is down \$20,000.

Mr. Dickie said they don't have the health and everything in there yet.

Mr. King said so it's not going to be down that much.

Solid Waste Disposal-Scale Certification- Mr. Spencer said the budget was set for \$1,700 and is now \$1,800 which leaves \$525 for the maintenance of the scale calibration and this is increased due to fuel costs on the rise.

Mr. Staples asked why scale certification is under solid waste disposal and if it should be with the trash and stuff.

Mr. Spencer said it has always come out of their budget.

Mr. Staples said solid waste disposal should be where they are shipping everything to waste.

Mr. Spencer said the scale itself is being calibrated by Northeast Scale every year.

Mr. Vachon pointed out where the scale certification line was located in the budget.

Landfill Phone- Mr. Spencer said this budget line was level funded at \$400 and the estimated bill is \$47.90 per month to Breezeline.

Tire Removal- He said this budget was level funded at \$550. He said the funds were insufficient for the total cost of the tire removal so payment to Bob's Tires was made from account 01-4324-80-312 Universal Waste. He said the total payout to Bob's Tire was unavailable and the revenue for the tires inventoried was \$1,902.50 which is set up through the **Northeast Resource Recovery Assoc.**

Mr. Vachon asked if we are charging enough to get rid of tires so we are not paying to get rid of tires from another account.

Mr. Spencer said yes but under that account it wasn't because one time at \$550 it's gone.

Mr. Vachon said he was asking if what we are bringing in for tires is enough to get rid of the tires and they don't have to adjust the cost for tires.

Mr. Spencer said yes.

Mrs. Titus asked why the payout to Bob's Tires was unavailable.

Mr. Spencer said it was because he is waiting for a pickup and that would have been his latest receipt on pickup.

Mr. Staples asked him if he knew how many tires have gone out year-to-date.

Mr. Spencer said he would get them that information.

Mr. Vachon said the different tire sizes have different costs.

Mr. Spencer said he had received a big inventory from the DPW because of the change over from fall tires to winter tires and that makes a big difference price wise and most of those tires are about \$62 to get rid of.

Mr. Vachon asked if the \$550 is just to get rid of our own tires.

Mr. Spencer said "kind-a sort-a" but he has been taking it out of universal waste because it's a bigger account and more volume goes out and he can afford it better.

Mr. Staples said he would go see Mr. Spencer about the tire disposal.

Landfill Electricity- Mr. Spencer this budget was \$4,000 and is now \$6,000 and this is due to the state wide increase at 16.5 cents per KWH which is 24% higher than the national average at 18 cents. The current chargers are \$52.65 for supply and \$67.84 for delivery and delivery charges will be higher and we are still working on what number the chargers are going to be he said.

Mr. King said the budget was \$4,000 and there is 40% left with 6 weeks left in the year and asked what their real expenditure is for this year and that it wasn't \$4,000 unless the bills aren't up to date.

Mr. Spencer said he has 2 invoices that aren't up to date because they were trying to find it and it wasn't in the file.

Mr. Dickie said they bill him quarterly so he has another quarter coming out of there. He added that they didn't see a jump in the rates until the second half of the year.

Landfill Building Maintenance- Mr. Spencer said this budget was level funded at \$1,000. He said this would be used for crack sealing of facility grounds, painting safety rails, compactor maintenance and to spray ditches to rid them of invasive plants. He said the plants have grown up quite a bit lately and it hasn't been done in quite a while.

Mr. Dickie said it was not that they couldn't have spent it this year it was we asked him to hold the line and freeze to try to hold our budget.

Mr. Vachon said this is showing there is \$1,000 left and asked where the cost of painting of the scales came out of.

Mr. Spencer said that came from a man that gave him some left over spray paint and he used the street line painting to paint the sides and he used material that they had on site. He said they ground it and they even got some metal based paint and the last thing they had to do was

coat the deck.

Mrs. Morin asked how decking, crack sealing of the grounds was building maintenance and why it isn't...

Mr. Spencer said there is no other line other than building maintenance that is grounds.

Mrs. Morin said maybe they should remove "Building" and the line should be titled "Landfill Maintenance" so it fits what they're doing there.

Consensus of the board was to re-title the line as Mrs. Morin suggested.

Landfill Stickers/MSW Tags- Mr. Spencer said the budget was \$2,600 and is now \$4,500 due to supply and demand price increases at Label Tech LLC. He said with this purchase of 7,500 stickers MSW tags last 7-8 months on average which is 8 cases with 8 rolls per case. He said this also supplies the tags to vendors in town such as Cumberland Farms, Crowley's Variety, Mill's Market and supplies the Town Transfer Station. He said the cost for the tags from Label Tech LLC was \$3,803.75 for 2022. I have 2 cases left so I should get by he said.

Mr. King asked if the stickers were 50 cents apiece.

Mr. Spencer said that is correct.

Mrs. Morin asked if they look at other places that sell labels or if they are just sticking with this one company.

Mr. Spencer said he has stayed with Label Tech and that he tried another company and they were terrible. He said there were stickers all over the ground because of the backing material that they use and the way they come on a roll they like to pull them straight down and they were sideways which is harder to handle and they were more expensive.

Mrs. Morin asked if those are the only 2 vendors for these labels.

Mr. Spencer said that's all he has used but he could reach out to some other vendors.

Mrs. Morin said she would like to see him reach out to other vendors that also do the same to see if they can keep that cost down considering we're just throwing them away.

Mr. Staples asked if these are the stickers that go on the bags.

Mr. Spencer said yes and they have had discussions about how to control this a little bit better as far as throwing our stickers away.

Mr. Vachon said we charge \$1.50 per bag and 50 cents of that goes to the sticker so \$1 from every bag is going to the actual disposal.

Mr. Spencer said that's right.

Parts and Repairs- Mr. Spencer said the budget was \$2,000 and is now \$2,500. He said this is due to being responsible for 25% of the parts and repairs on equipment such as the backhoe, Bobcat and front end loader.

Solid Waste Hauling- He said the budget was \$70,000 and is now \$78,000 due to a 4% increase which is \$9.73 more than the previous price and the volume of waste residents will dispose of is unknown and unpredictable. He said the price increase will be in effect from 04/01/2023 to 04/01/2024 and this request may be undervalued due to the unknown volume of waste taken

in from residents and contractors so the number of cans to be sent out in a year is unknown. The station sends out 312 cans per year on average he said.

Mr. Vachon asked for the average tonnage in those cans.

Mr. Spencer said in OCC it is 2.4 tons and the average bulky and demo can is 5.5 to 7 tons.

Solid Waste Tipping Fees- He said the budget was for \$80,000 and is now \$112,000. He said this request is due to the 4% price increase which equals \$3.02 per ton of solid waste tipped. He said as of the date of this report the Transfer Station has spent \$99,391.65 on tipping fees and is projected to spend roughly \$9,400 from now until the price increase takes effect on 04/01/2023. He said just like hauling the amount of tonnage the facility receives from residents and contractors is even more unpredictable. The projected amount that will be spent on tipping from 04/01/2023 to 04/01/2024 is \$112,626.42. The amount of tonnage that will be tipped is impossible to know and this request may also be undervalued he said.

Landfill Recycling- Mr. Spencer said this budget was \$10,000 and is now \$19,000 and this is also due to the 4% increase in hauling fees. He said as of now they are \$3,572 over budget and it is projected they will spend \$4,380.48 between now and the price increase which will be a total of \$17,952.48 and is \$7,952.48 over budget. With the 2023-24 price increase the projection for OCC/Recycling is \$18,670 he said.

Mr. Vachon asked what recycling does this cover.

Mr. Spencer said it is just for cardboard and they pay us quarterly which is not a lot.

Regional Solid Waste- Mr. Spencer said this budget would be level funded at \$3,500. He said this is used to pay for the removal of Freon, propane, CRT glass, ballast, tires and septage. He said this goes back to the tires at the beginning of this budget line.

Mr. Vachon asked with all of these items under that if we are charging enough so we're aren't paying to dispose of this stuff because our fees are correct.

Mr. Spencer said that's right.

Mr. King asked why tires are in this line if we have a line for tire removal.

Mr. Spencer said originally that tire line was sufficient enough and now they have picked up such a volume of tires that that \$550 wouldn't cover one time to pay Bob's Tires. He said for example a man that was cleaning his yard was bringing in 40-60 tires every other day for a couple of days.

Mr. King said but he was paying the fees.

Mr. Spencer said he was paying the fees and it was \$5 a tire.

Mrs. Morin asked if that is what it cost us to get rid of every tire.

Mr. Spencer said no and a passenger tire, truck tire, bicycle tire, lawn mower tire and R-1122's are all different sizes so the prices are different.

Mrs. Morin said the question is if they are charging enough for each of those tires so that it doesn't cost us anything to dispose of them and it should be a wash.

Mr. Spencer said they've actually made a profit.

Mr. King said that profit goes to cover the overhead and labor to take the tires in and dispose of them and it's not really a money making proposition.

Mr. Spencer said no but it covers some staff time.

Mr. Staples asked if he was confident that \$3,500 will be sufficient to get rid of CRT glass, propane, Freon and tires.

Mr. Spencer said at this time he feels that will cover their disposal.

Mr. Vachon said that is just a placeholder and all the money should come back in to cover that.

Mr. Staples asked if the money is coming back into Mr. Spencer's account and is not a budget income.

Mr. Vachon said it would go into the general fund and is coming back into the budget. He said it is coming back to the Town so we're not technically paying for that.

Mr. King asked Mr. Spencer if he has a revenue sheet showing what the actual and anticipated revenues are.

Mr. Spencer said the revenues for this year are \$1,902.50 up to 11/15/2022.

Mr. Vachon asked if they brought in \$1,900 and spent \$2,800 to get rid of it.

Mr. Staples asked if the \$1,900 is for all the tires and Freon they took in.

Mr. Spencer said it was for the tires only. He said they took in \$39 for mercury devices, the recycling revenue was \$732, electronic waste was \$2,069, light bulbs and ballast was \$299, landfill charges were \$21,794.32, monitors/TV's was \$3,234.50.

Mr. Staples asked what it cost to send out the monitors/ TV's and CRT glass is 20 cents a pound.

Mr. Spencer said he has only sent out 8 and they don't get a lot of those TV's with CRT glass.

He said he held off on 72 canisters of propane, 75 Freon units, 12 to 14 to 22 Gaylords of e-waste depending on what they can pick up at the time he calls. He said on average he is sending out 2 truckloads of e-waste a year, 3 times a year for propane, 3-4 times a year for Freon and he bulks up as much as possible so they have a good volume when they receive it.

Mr. Staples said that Freon alone is \$2,400 and he does 75 units 4 times a year and yet his budget is \$3,500.

Mr. Vachon said it says he only spent \$2,800 out of it.

Mr. Staples said that doesn't make sense and he didn't know where the money is coming from.

Mr. Vachon asked Mr. Dickie if this amount is as of today.

Mr. Dickie said it is as of the end of October.

Mr. King said Mr. Spencer would have to work with Mr. Dickie to fine tune this. He said they have regional solid waste that has CRT glass and there is universal waste that has CRT glass also.

Mr. Spencer said that is the TV's themselves and they are 2 different things.

Mr. King said they need to go thru and look at this and they may need to restructure some of the categories so they can track it better and asked if it matches how it is being accounted for.

Mr. Spencer said he didn't know and that's something he is working on to get better numbers.

Mr. Staples asked him to try to give Mr. Dickie the number of TV's, Freon, tires and ballasts.

Mr. Spencer said he tries to get these numbers from the NRRA and they drag their feet so he has been tracking it with that sheet.

Mr. Staples said he should have these numbers anyway because at any time the NH Dept. of Environmental Services can walk in and asked what he has shipped and they are not going to be very impressed if he doesn't have it.

Mr. King said this shows a current budget of \$180,750 and his proposed budget is \$141,605. He said the health numbers missing but that's not \$40,000. He said he might be missing \$15,000, the hauling fees are up and he didn't see any big numbers that didn't get expended.

Mr. Spencer said he has some homework to do.

Mr. King said he didn't think the \$40,000 decrease was accurate because he is up a little bit here and there and he is over on a few lines. He said maybe somebody's math is wrong on the \$141,000 because this year he shows a balance remaining of \$17,000 on an \$180,000 budget so with 6 weeks left he has expended it \$20,000 more than what his proposed number is.

He asked if the spreadsheet provided was completed by Mr. Dickie.

Mr. Dickie said it is a shared spreadsheet that the Transfer Station guys populate.

Mr. King said he didn't think they were picking up all the fields.

Mr. Vachon said all of them added up to a request for \$236,448.

Mr. King said that would be a \$50,000 or 31% increase and he didn't like that number either.

Mrs. Morin said it doesn't look like any of the increases are controllable.

Mr. King said no because a lot of that has to do with hauling and tipping fees.

Mr. Vachon said they are unknown and all they can do is plan for the worst and hope for the best.

Mr. Staples said he would come by on Friday and show Mr. Spencer how to show the numbers to the profits so he can come back and show the board the money he actually took in.

Mr. Spencer said he hasn't had those numbers in the past to make it correct.

There were no other questions on the Transfer Station budget.

500 Boys and Girls Club Water Concern- Mr. Vachon asked the board if they were okay with going back to the 500 Club that they had tabled previously.

Motion: (Morin, second King) to take it off the table passed 5-0.

Mr. Vachon asked Vice Chairman King to run this portion of the meeting because he was recusing himself due to his current position in the baseball program.

Mr. King thanked Roberta (Bobbi) Gibbs for coming in and asked her for some historical information. He said there has been 3 different ways the club has gotten water.

Ms. Gibbs said the last official minutes go back to when Gerry McCarthy was on the board and she came on in 2005 so it was before her that they paid the minimum charge. She said at that time there were no meter fees so it was just the minimum fee.

Mr. King asked if they paid a fixed amount like \$100 or \$500 a year.

Ms. Gibbs said she thought it was \$26 each time they got billed. She said they may not have had

Paulson Road at that time.

She said they did have one episode of having a bad leak and they got that abated. She said the last time that a leak came in they were talking about trying to get a full year of usage because apparently the way the meters had worked for the people that were exempt they weren't keeping track of the usage so there was no number to let them know what they were using.

Mr. King asked if she knew when it changed to what it is now which is they have meters on both and they are paying the same rate as any other user.

Ms. Gibbs said that is correct. She said they had that leak that they did get abated but then a whole year went by that they couldn't even get usage readings because COVID hit and they didn't run any programs like a season of baseball which is where their water usage would have shown the most. This is the full year that we've seen now that we've been billed for both properties she said.

She said Paulson Road ended up having some usage and they thought there was a leak and somebody had turned it off but there was no leak.

Mr. Dickie said there were no leaks on the second half of the year and they were watering their fields twice a day or whenever they were irrigating their fields. He said Town Clerk Becky Dickie went and looked at the usage and Mr. Tiffany sent out his guys and they didn't see any leaks in the second half of the year.

Ms. Gibbs said at least they know that the usage is being used and not because of their heads having any leaks. She said what they are looking at is a big amount for a non-profit.

Mr. King asked if the grand total (\$5,311.29) is for this year to date.

Ms. Gibbs said the 4/20/22 bill was for the January to April usage, the 8/2/22 bill was for the April to July usage and the 10/11/22 bill was for the July to October usage and the spreadsheet contains all 4 locations the club has. She said the Paulson Rd. locations would have usage from the spring softball season to the fall soccer season and Summer Street would have usage from July to August. She said this is a good readout of what they can anticipate and they were trying to figure out what is fair for all parties.

Mr. King asked if in the past it has been a flat fee and now...

Ms. Gibbs said she thought it was a flat fee of \$26.05 and she would have to go back to the minutes. She said now it's the meters plus the flat fee but they didn't know that the sewer end of it had a flat fee because they never paid for that.

Mr. King asked if those fees are on there.

Ms. Gibbs said these bills are all what a normal business would be so it's whatever the meter fees are and the usage. She said when they were talking about the last minutes, that was just a minimum for the water and they didn't know that the sewer had a minimum so they haven't been paying that.

Mr. Staples said that last year the club was on a set fee because this came before the board last year and they wanted to go away from the set fee and go a year's worth of being billed for the

meter.

Ms. Gibbs said that was because there were no usage numbers to go by and they were paying more in minimum fees than what the usage was.

Mr. Staples asked for the minimum amount for that and it wasn't \$26.

Ms. Gibbs said she thought it \$53.

Mr. King asked what they paid last year based upon a fixed fee.

Ms. Gibbs said they were paying for their usage and the meter fees and it was under \$100 each quarter.

Mr. Staples said they were on a set fee last year because the board took them off the set fee and put them on the meter fee per their request. He said he couldn't recall what it was but he remembers they wanted to try a full year of paying for the water because it was going to be cheaper than what they were paying for the set fee and if it wasn't they were going to come back to the board.

Mr. Dickie said he didn't remember what they paid but Ms. Gibbs and Mrs. Dickie looked it over and they paid last year and settled on one leak. He said they abated the first one but the second one they had to pay. He said then it was looked at and it was determined that they try a year because they shut their water off and don't turn it on until April and then they shut it off in October and they don't use it until they come back in the following year.

He said they tried to take the total cost and spread it out over a year and their monthly cost would be cheaper than what they thought they would be paying but it's not real.

Mr. King asked Ms. Gibbs if she had any idea what their total expenses were last year.

Ms. Gibbs said she didn't have that information with her.

Mr. King said this year they're looking at \$5,600 this year for both sites.

Mrs. Morin said it wasn't close to that last year.

Ms. Gibbs said no not at all.

Mrs. Morin said she remembered KJ Cardinal and Gabe Tarrants coming to the board and those minutes shouldn't be hard to find.

Mrs. Titus asked Ms. Gibbs what they were looking for.

Ms. Gibbs said they are looking to see what they can do going forward and maybe with this too if they can come to some type of agreement that's fair as \$5,000 is a lot of money for a non-profit.

Mr. Staples asked if there are any other non-profits in town that they give breaks to that use this much water.

Mrs. Morin said there is probably nothing else that uses this much water.

Ms. Gibbs said they have talked as a group and after seeing the numbers because they didn't have anything to go by they know that maybe they don't turn it on until an hour later to try to cut down on the usage a little bit without killing their fields.

Mr. King said they are going to need some additional information like what they paid for the

last 2-3 years, what they paid in fees last year and the previous year assuming they used a similar amount of water. He said they didn't need the amount of water they need to know what their total cost per year was. He said this is a user fee and the people that pay for the Water Dept. are the users so there is none raised through taxation.

Mr. Staples said that is a lot of water to put back on the rate payers.

Mr. King said any discount they do is a burden on the other users not on the general taxation. He said he would like to know what the history was so if they were to consider backing up to what it was last year but he wouldn't want to go back to zero.

Ms. Gibbs said they have been doing this for a long time with those rates and asked how it affected the general water users in the past.

Mr. King said they would have to look at the total water budget and the amount that gets billed out for water alone is \$391,000 and their \$5,300 would be about 1.3% of the total budget.

Mrs. Titus said they are being charged 8% daily until they pay this and they haven't paid it yet. She asked if they could hold off on that until they get the right figures and the right amount that they owe or what they come up with so they don't get charged the 8%.

Mr. King said somebody could make that motion.

Motion: (Titus, second Staples) to suspend the interest fees until this is resolved;

Discussion: Mrs. Titus said they are getting charged 8% on this amount and they haven't come up with any resolution and they are asking questions and their bill is going up and up.

Vote: The motion passed 4-0-1 (Vachon abstained).

Mrs. Morin said this benefits the town by giving our youths something to do and asked why they don't have a budget line for that and why it wouldn't be part of our recreation. She said we pay to maintain all of the trail sites for people to walk and that comes from general taxation.

Mr. King said that is one way to do it and they could have a line item for this purpose to offset their water bill.

Mr. Staples said if they put it in the budget then it is not all on the rate payers.

Ms. Gibbs said they used to get donations from the town that would help with the programs.

Mrs. Titus asked what happened with that was somebody was supposed to write a letter and ask for their \$900 and that stopped. She said she brought up when she was on the board before that it's the 500 Club and why can't they just give them the \$900 and not have to write a letter. I understand protocol and policies but that's the reason why she said.

Ms. Gibbs said she did not know that and thanked Mrs. Titus for the information.

Mrs. Titus said maybe we can go back to some type of amount that we give them because there was a budget line item and now it's not there.

Mr. King said that was because they stopped requesting the funds. He then asked Ms. Gibbs to get the board some historical data.

Mrs. Titus asked how much time she would need to get all her information and come back.

Ms. Gibbs said she should be able to come back to the board next week.

Motion: (King, second Titus) to continue this to next available meeting with more information coming from the 500 Club passed 4-0-1 (Vachon abstained).

Recess-Motion: (King, second Staples) to take a 5 minute recess passed 5-0 at 6:59 p.m.
Chairman Vachon reconvened the meeting at 7:04 p.m.

Sewer Dept. Budget- Water/Sewer Dept. Supervisor Chuck Tiffany came forward to discuss his proposed 2023 Sewer Dept. budget with the board.

Safety Equipment (2022-\$500; 2023-\$500)- Mr. Tiffany said there was no change here and there is actually -\$45.70 in that line and that was for vests and hard hats.

Janitorial Supplies (level funded at \$350) - Mr. Tiffany said he was asking for the same amount and there is \$17.88 left in this line.

General Plant Maintenance (level funded at \$30,000)- He said the approved budget was \$30,000 and he is asking for the same and it says there is \$12,129 left but he had a VFD blow up (\$5,720), the crack sealing at the plant, the field probe services (\$2,148) and the maintenance on the VFD for the centrifuge (\$2,000) all come out that line but haven't been processed so there will probably be about \$1,000 left in that line by the time he's done.

Mainline Maintenance (level funded at \$8,000) - Mr. Tiffany said there is \$1,726 left in this line and he is asking again for \$8,000. He said they didn't do any manholes this year and just replaced a few manhole covers but not as many as he would have liked to have done this year that's why there is \$1,726 left.

Service Line Maintenance (level funded at \$1)-He said he would like to remove this line because he doesn't use it because they don't do service lines anymore. He said the homeowners are responsible for their service lines right up to the main. He said all they are in charge of is the main and asked the board to let him remove the line.

Consensus of the board was they were okay with removing this line item from the budget.

Gasoline (2022-\$1,800; 2023-\$1,000) - Mr. Tiffany said they don't use much gasoline down there and he is not sure about the market. He said he has \$1,681 left in this line so he dropped it a little bit but not drastically.

Mr. Vachon asked what his pickup trucks run on.

Mr. Tiffany said gas but they just drive around town.

Mr. Vachon said how he has only spent \$118 on fuel this year.

Mr. Staples said that is a tank of gas.

Mr. Vachon said there is no way he only spent \$118 on fuel this year for 2 trucks and something is not getting charged in the right spot. He said maybe the Highway Dept. or somebody is paying for the fuel but that ain't right.

Mr. King said this needs to be re-looked at and figure out what it is.

Mr. Staples said it says he didn't use any diesel either.

Mr. Tiffany said he hardly uses any diesel fuel and the only thing he uses diesel for is the diesel

generator and the only reason he kept it that big is in case we get a bad ice storm again and he has to run the generator for a long period of time they will have the money in the line to cover it. He said he still has \$796 left in that line. He said he uses it once in a while to top off the backhoe when he uses it and tractor is diesel.

Mr. Vachon asked if he plows with his trucks.

Mr. Tiffany said yes.

Mr. Vachon said then there is definitely something wrong.

Mr. Tiffany said he didn't know if it was getting charged on the highway budget where they were plowing for the highway dept. and he will look into it.

Diesel (\$800) -Mr. Vachon said that Mr. Tiffany just explained about the diesel and that it is level funded at \$800 and there were no other questions so he moved on to the next line.

Propane (2022-\$6,500; 2023-\$7,500) - Mr. Tiffany said the new price is \$2.169 a gallon and they used 3,447 gallons in 2022 so he increased this line a little bit. He asked if the price was locked in for the year.

Mr. Dickie nodded yes.

Mrs. Morin asked if they get a break like the homeowners do if they pay the bill within 30 days.

Mr. Tiffany set it's a set rate and he didn't believe so.

Vehicle Maintenance (level funded at \$2,000) - Mr. Tiffany said he has \$46.13 left in this line and he kept the budget the same. He said he has 2 brand new trucks and is keeping it in there for the backhoe and he just got new tires on all the vehicles this year.

Mr. Vachon said Mr. Spencer is paying 25% of the repairs for the backhoe and skid steer and asked if he is paying 25% of the repairs for the backhoe and the skid steer.

Mr. Tiffany said he is paying 50% and the Highway Dept. is paying 25% because it's always been 25% each from the Water, Sewer and the Highway Dept. budgets and there is a vehicle maintenance line in the water budget.

Tools and Misc. (level funded at \$1,700) - Mr. Tiffany said he has \$213.23 left in this line and he didn't change the budget at all.

Mr. Tiffany's notes on this line say it includes gloves and Mr. Vachon asked if the gloves should go in the safety line.

Mr. Tiffany said no because they use a lot of them while changing the oil, grease and all that stuff and he usually pays for them under miscellaneous.

Grease & Oil (level funded at \$200)- He said he never uses this line but he is going to use it this year because he had a lot of oil stock from years of being bought before so he asked for it this year. He said he hasn't used it for the last 2 years.

Mrs. Titus asked if he didn't need to go up on this line because he has plenty in stock.

Mr. Tiffany said no this is just the grease and oil for the pumps.

Specialized Labor (level funded at \$3,500) - Mr. Tiffany said he made a mistake on this line and the approved budget amount is \$6,000 and he wants to ask again for \$6,000. He said that his

sheets that he tracks everything with say that he has \$269 left and what the board is looking at says it's \$3,700. He said he has been tracking this for a year and he has the invoice numbers and everything and he doesn't know where that money went.

Mr. Vachon said so that's supposed to be \$6,000 for the proposed budget for this line.

Mr. Tiffany said yes and he was going to check with the temporary Finance Administrator on it.

Mr. Vachon said \$6,000 was approved for this line last year so he is proposing to level fund it.

Mr. Tiffany said yes and apologized for the mistake.

Mr. King said he could cut a lot of this out because he has about 3 questions because he still has some incomplete lines. He said the electricity number is the same, its \$83,000 and he is showing \$18,000 left and asked if this is an accurate number that he is forecasting or does it need to be higher.

Mr. Tiffany said the number (left) is a little bit lower as he just paid the last bill out of that today for approx. \$5,400 and in the fall they were saying they were going up again on the electricity and he wanted to be cautious so he left that in there.

Mr. King said based on the increase in electricity rates that may need to go up and if they used \$83,000 worth of electricity he may need to budget more. He said it might be as much as 30% more and advised him to go back through the bills and look at what the rate was and what the projected rate is and Mr. Dickie could help him with it to put in a better number.

He said he is still missing a bunch of personnel stuff and the bond principal was budgeted at \$93,460 but for this year he is showing that they need \$95,000.

Mr. Dickie said that is in the 2019 Town Report and that was the number that was approved.

Mr. King asked if the bond principal should be dropping as the loan gets more mature. He said if you look at the wastewater bond interest it is going from \$46,000 to \$43,000 and this year he shows it is \$2,000 over expended so this kind of questions it and asked why were they under budget last year and if that is a correct number.

Mr. Dickie said he saw the same thing and redid it twice and checked it again and still came up with \$95,000.

Mrs. Morin said if they are over expended this year by \$2,200 on top of the \$93,000 that would make it \$95,000.

Mr. King said they were still waiting for the personal liability and health care numbers and he didn't see is his total proposed budget for next year because they don't have some of those numbers yet.

Mr. Dickie said he hasn't received that information yet and apologized for not providing a total for this budget.

Mr. Staples said under sludge it has the costs for can liners, the environmental charge and the disposal but doesn't have anything for trucking.

Mr. Tiffany said he doesn't get charged tipping or hauling fees and it is broken down with the actual charges. He said they charge per ton for disposal and they average about 16 tons per can

when they leave. He said Waste Management went up a lot and he will be over budget on that this year because the price went up mid-year and they didn't tell us.

Mr. King said the shipping fee is rolled into the per ton price.

Mr. Tiffany said he find out the missing information and meet with Mr. Dickie and change those numbers they discussed.

Mr. King asked Mr. Dickie when he thought he would get the health insurance numbers for these budgets.

Mr. Dickie said he got the information just recently and he would sit with Mrs. Heon because they have to know if the employees involved have a family or individual plan to correctly populate those lines.

Water Dept. Budget- Mrs. Morin asked if they wanted Mr. Tiffany to come back because the Water Dept. budget is not complete either. She said there is no total on this budget and asked if they even wanted to go over it now.

Mr. King asked if his personnel have changed because his proposed budget is \$10,000 less than his current budget.

Mr. Tiffany said an employee retired and the person who took that spot is making less money.

Training (2022-\$1,400; 2023-\$1,500) - Mr. Tiffany said he went up on this line a little bit because he has new hires and they need to be trained to be licensed. He said he only went up \$100 more on it and all 4 of them get trained out of this line.

Mr. Vachon asked if this includes license renewals.

Mr. Tiffany said yes and that it includes renewals and "the whole 9 yards".

Uniforms (level funded at \$1,000) – Mr. Tiffany said there is a contractual agreement for the uniforms (\$400 per employee) and that Water Dept. staff uniforms are paid 100% from this line, his uniforms are paid 50% from the Water Dept. budget and 50% from the Sewer Dept. budget and the Sewer Dept. staff's uniforms are paid 100% from the Sewer Dept budget.

Mr. Vachon asked if we do not have a Treasurer anymore because is there is not one budgeted.

Mr. Dickie said he would have to look at the line and that may be for the Town Treasurer.

Mr. Vachon said it says there is 100% left but they didn't budget anything for it so far for 2023 and the same thing is shown for the Auditor and asked if we don't have an Auditor.

Mr. Tiffany said the Finance Administrator would fill in these lines and he didn't know about this part of the budget.

Mr. Vachon asked about the proposed \$3,000 decrease in the hydrant maintenance line.

Mr. Tiffany said he replaces 2 hydrants a year and he had some extra money last year so he bought an extra hydrant and this line will go back up to \$6,000 next year.

Mr. Vachon asked if the crash kits come out of this line.

Mr. Tiffany said the crash kits come out of the Mainline Maintenance line.

Mr. Vachon noted it's a hydrant not a water main and that crash kits aren't cheap and neither are hydrants. He said anything having to do with hydrant repairs and painting should come out

of the Hydrant Maintenance line.

Mr. King asked Mr. Tiffany if he was going to propose a \$3,000 or \$6,000 line item under that.

Mr. Tiffany said he is proposing \$3,000 for the Hydrant Maintenance line.

Mr. Vachon said if he is using that just for buying hydrants okay but everything else- crash kits and paint for the hydrants should all come out of hydrant maintenance.

Mr. Tiffany said he could increase the line to \$6,000 and take those things from this line from now on.

Mr. Vachon said there is \$4,500 in Mainline Maintenance and none of the items listed as taken from this line are cheap and he is dwindling the line by repairing hydrants that are a few \$100 per crash kit when there is a line for it.

Mr. Tiffany said he would bump the Hydrant Maintenance line back up to \$6,000.

Mr. Vachon asked if he planning on buying another hydrant.

Mr. Tiffany said no and he wanted him to do all the flange kits and stuff and when they break from this line.

Mr. Vachon said the only way to get an accurate account of what is being spent is to use the line items correctly. He said right now it shows that we've spent \$2,600 out of hydrant maintenance but he bought a fire hydrant that cost \$2,600 and asked if any hydrants were hit last winter by cars, plow wings, etc.

Mr. Tiffany said he had stock in them and then he bought 2 this year out of Mainline Maintenance to replace them and they're on a shelf.

Mr. Vachon asked if the painted any hydrants this year.

Mr. Tiffany said no.

Mr. Vachon said they don't know what to adjust the line items to because they don't know what they are actually spending out of them because all the hydrant maintenance is going out of the mainline maintenance line so it looks like hydrant maintenance is over funded when it really isn't that way.

Mr. Tiffany said he agreed and he would work it the other way. He asked if the board wanted to return to reviewing the budget line by line.

Mr. King said some of the lines have to get populated with the pay and benefits so they can get to the bottom line. He said in both of the water and sewer budgets they have been putting a \$25,000 to transfer to Capital Reserve Funds and asked if they are planning to do another \$25,000 transfer this year and what those accounts are at. He said that it doesn't look like the transfer has been done yet.

Mr. Tiffany said he believes that they budget that number every year and if there is money left over they would put it into that but the cash isn't matching up and they couldn't put anything in it because the rates are too low and they would need to set the rates higher to fund it.

Mr. King said so they can't determine yet if that \$25,000 that was budgeted would get transferred to the CRF's until they get to the end of the year. He asked Mr. Tiffany if he was

going to budget that in 2023 and right now there is nothing showing there.

Mr. Tiffany said that was a question he forgot to ask Mr. Dickie about. He said he was always told they put it into the CRF but there hasn't been any money left over.

Mr. King said he was going to look back to see what was done over the last couple of years. He said another thing that comes up is the (wastewater treatment plant) depreciation and the town is going to have to discuss that this year.

Mr. Tiffany said there is a depreciation account but he didn't think they have put anything into that account either.

Mr. King said he thought they should look back over the last 5 years to see what was done and this is something for the board to decide if they were going to put some away. He said the agreement was whatever was put in out of the sewer budget would also be done through taxation.

Mrs. Morin asked if that was the original purpose of the account.

Mr. King said originally they wanted to depreciate it 100% but the town settled on doing the depreciation at 25% which is 25% of the cost to refurbish the plant which is almost like a savings account, CRF or Capital Improvement Plan. He said they had just spent \$12 million for the plant and they wanted to add \$12 million over the life of the loan so the town would have actually been spending \$24 million for the plant.

Mr. Tiffany said that used to go on the ballot but the former Town Administrator took it off the ballot the last 2 years. He said he asked him if he was going to keep putting the \$25,000 back in and he said no because they were going to use that money for the bridge. So I believe the last 2 years that nothing has been put in it because it hasn't been on the ballot he said.

Mr. Staples asked what it is costing us for water.

Mr. Tiffany said the rate should be \$1.94 more than what it is now.

Mr. King asked how he came up with that number and if it based on competing towns.

Mr. Tiffany said he has a spreadsheet with the way the budget has been going, what they take in and where we should be and he could present it to the board again.

Mr. Vachon said they brought it up some the last time and they didn't want to go up \$3.

Mr. Tiffany said he wanted the board to make a motion to have it keep going up a little bit every year and then let the book keeper say we're where we should be instead of coming back to the board every time to try to raise that rate. He said they wanted him to do this big presentation every time and he would say it needs to go up \$1.94 which nobody is going to do because it will kill the people and you have to do it a little at a time. Then it gets put off and it never happens he said.

He suggested that he could make a presentation again and then this board could make a motion to slowly increase it so it doesn't really hurt the people.

Mr. King said it would have to go up about 7% this year just to keep up with inflation.

Mr. Vachon asked if the sewer rates have to go up.

Mr. Tiffany said he wasn't ready to say that number right now and he would get back to them. He said he has the number back at the shop but that number was 2 years ago.

Mr. King asked since he has been in charge how many users have been added to the system.

Mr. Tiffany said not many probably 12.

Mr. King asked if they were mostly residences or businesses.

Mr. Tiffany said their last business hookup was when Aroma Joe's came in (for water) and the he could recall where the last residential hookup was. He said there needs to be a serious discussion on the rates and when they go for state funding the state looks at the rates and if we're helping ourselves they'll help us but if we have the lowest rates in the state we're less likely to get funding.

Building Inspector/Code Enforcement/Health Officer- Building Insp. Ron LeMere came forward and said he has 3 budgets to discuss with the board tonight

Building Insp. /CEO Budget: **CEO/Health Officer-**He said they are carrying a line in that budget for CEO/Health Officer and historically it has been funded with \$1 to keep the line active because the CEO comes out of the **Special Revenue Fund** and if at some point in time they decide to fund that instead of a SRF.

Land Use Assistant- Mr. LeMere said that would be Melissa Drury's position in their office and he is looking to fund that at \$21,840 up from \$18,564. He said presently that position is 20 hours a week and he is looking to increase that to 24 hours a week so he can get a full 3 days of coverage in the office for building permits.

Mr. King asked if that dollar amount represents 24 hours.

Mr. LeMere said it does and that rate is set at \$17.50 an hour.

Mrs. Morin asked if he is doing the 2.5% increase as well.

Mr. LeMere said yes and that's in a line further down.

Telephone- He said this line includes cell phone reimbursement and last year there was \$0 funded for that. He said they have currently expended \$270 and they will be expending \$360 because it's based on \$30 a month for cell phone reimbursement.

Dues- Mr. LeMere said that is for the International Code Council and the Seacoast Building Officials. He said the SBO provides monthly training for them and the ICC membership gives them access to code interpretations and a discount on the cost to purchase code books. He said they have expended \$220 this year and he is looking to fund that again at \$220.

Supplies- He said this line item is jumping up significantly. He said this year it was budgeted at \$350 and he is looking to fund that at \$1,350. He said they need to do this because there is a change in the code cycle and they've gone from the 2015 codes to the 2018 codes and they need to purchase all of those volumes at a cost of \$955 for the International Codes, the NFPA Fuel Gas Codes, the Electrical Codes and other publications that they need.

Postage- Mr. LeMere said they budgeted \$225 and they haven't expended anything from this line because their postage has been coming out of the admin budget so he doesn't know the

cost of that usage. He said he would like to see them import the proper coding into the stamp machine so they can properly charge their dept. because they send out a lot of certified mail. Mr. King asked what it would take to do that.

Mr. LeMere said they would have to program the machine by adding in the code numbers for each dept. and then they should be able to print out a report and charge it to the depts. He said he would like to keep this line item because it is something he would like to accomplish in 2023.

Gasoline- He said they budgeted \$750 and only expended \$383 so they have approx. \$366 left. He said they haven't expended that because they have been paying him mileage to drive his vehicle when the Town's car is not operating and he is using his vehicle until they are able to get a replacement vehicle. He said the gasoline cost is based on approx. 4,600 miles traveled during a year and it's about planning his route so he is not adding extra mileage. He said he figured this at about 12 miles to the gallon depending on the vehicle at approx. \$3.20 a gallon and that is probably a low number but he is not sure what their cost is when he is fueling up at the Public Works pumps. He said he would like to fund this line item at \$1,200.

Repairs to Vehicles- Mr. LeMere said he budgeted \$1,500 and they have expended \$1,128. He said there is still some money left over because they are not doing any further repairs to that vehicle. He said it is very important to keep the line item at \$1,500 for the potential repairs to the used vehicle that would be coming on board. He said it is a good safety net and a conservative number because they don't know what they are going to get into with that and they need to have something there.

Replace Equipment- Mr. LeMere said he hasn't had to replace any equipment and the only replacement would be a copy machine or something like that but everything is operating well.

Wage Adjustment- He said this is figured at 2.5% and includes the FICA, Medicare and ICMA. He said the ICMA may be a pull out because it wouldn't apply to part time employees. He said that number is \$546 and it could be adjusted because of the ICMA.

FICA Bldg. Insp. /CEO- Mr. LeMere said this is for the Land Use Asst. and has nothing to do with the Building Inspector position. He said they budgeted \$0 last year and this year they have currently expended \$884 based on the wage itself and they need to be at \$1,354.

Mrs. Morin asked why they didn't budget anything for this line last year.

Mr. LeMere said he wasn't sure because he wasn't involved in the process last year.

Medicare Land Use Asst. - He said there was \$0 budgeted, they spent \$236 and the true number for that would be \$317.

Mileage- Mr. LeMere said they budgeted \$1,000 and the mileage is for the use of his vehicle when the Town vehicle is not operable. He said this shows they expended \$189.54 but that doesn't account for the additional months it has been used for Oct. and Nov. and potentially for the month of Dec. which would be an additional \$714. He said until they figure out where they are going to be with a vehicle he is looking to fund this line at \$600 given the potential of another 3 months.

Mr. Tiffany interjected that the Town vehicle is going to the body shop on a trailer tomorrow.
Capital Projects Building- Mr. LeMere said this is the SRF which is Fund 12. He said it is currently funded at \$94,000 and the true number because they did not account for all of the expenses last year and the wage increase would be \$106,883.

Mr. King asked if that number includes the FICA, Medicare and Medicaid expenses.

Mr. LeMere said yes and the breakdown is on the bottom of the worksheet where it says Bldg. Insp. position 12. He said the position is funded in Fund 12 and the number is carried to Fund 1. Mr. Staples asked if that is his salary with all of his benefits.

Mr. LeMere said that's correct.

Mr. Staples said he is also the Health Officer and asked for the approx. number of hours a week he does that.

Mr. LeMere said the projection for the year is

Mr. Staples said he is here because of Fund 12 and at any given time they could whack him at Town Meeting and take that out and then we lose the CEO, the Health Officer and the Bldg. Insp. because he could potentially upset enough people to swing at Town Meeting.

Mr. King said the Selectmen have bottom line budget control and they could cut the funding but the board could potentially keep him employed by maintaining the bottom line budget.

Mr. Staples said now the CEO, Health Officer and Bldg. Insp. are being funded by people who are paying the rates to add additions, build a house, etc. and the rate users are paying for something they are not even getting.

Mr. King asked if he was referring to putting \$1 in the Health Officer's line.

Mr. Staples said yes like a salary for the Health Officer and a salary for the CEO. He said if he is out chasing down an illegal junkyard he is not servicing the people that are paying for building inspections, etc. so we had to go up on their rates to cover his unexpected costs but he is doing free work for the Town.

Mr. LeMere said he agreed and that this year enforcement and housing will be about 494 hours or 25%. He said that's just to give them an idea of how it's been playing out because he tracks it and the amount of time spent for admin, planning and all the other items so it's there.

Bldg. Insp. Health- He said this line item is \$0 and is intended for the Land Use Asst. so it should be re-labeled and there is no health insurance for that position.

Disability Life- Mr. LeMere said this line is also for the Land Use Asst. and funded at \$0.

Medicare Bldg. Insp. – He said they would see that some monies and FICA came out of this line for some reason and he is not sure if they utilized 2 lines when this did this and he needs to look at consolidating these lines and clean them up.

ICMA- He said this line is funded at \$0.

Unemployment- Mr. LeMere said this line was budgeted at \$50 and they are using \$100 as an estimate of where that would be and they need to fine tune this number.

Workers' Comp- He said the Workers' Comp for the Land Use Asst. position was \$100. He said

everything in these lines is for the Land Use Asst. position and the only thing that is not here are the expenses associated with his position.

Mr. Vachon summarized that all the pay and benefits in this section are just for the Land Use Asst.

Fund 12- Mr. LeMere said this is where all of the costs associated with his position are located and last year the net funding for this position was \$66,560 and they have expended \$60,884 leaving a balance of \$5,675. He said this year he is proposing that to be \$72,196 and that is based on the actual cost for the position in 2022. He said the \$94,000 number was not correct because it didn't include the Workers' Comp and some other items associated with that. He said the actual Bldg. Insp. position was based on a net of \$34.71 and originally it was funded at \$32. He said there is a difference there of \$2.71 that they can account for for the entire year.

FICA- Mr. LeMere said the FICA was budgeted at \$4,127, they expended \$3,740 and based on the proposal for 2023 it would increase to \$4,477.

Mr. King said he didn't think that number was right and his number is \$5522 if his salary is \$72,196 x 7.65%.

Mr. LeMere said if you add the FICA and Medicare numbers together that would give you \$5,400 and change and the lines are requesting them to split them out.

Medicare- Mr. LeMere said this line is at \$1,047.

ICMA- He said this line is funded at \$1 and could not answer as to why. He said it shows they expended \$197 and this is another budget that has 2 lines that are the same and they need to be consolidated.

Mr. Vachon asked if he is part of the ICMA.

Mr. LeMere said he is and there is another line at the bottom of this budget that says Bldg. Insp. ICMA that is funded at \$3,428. He said these are the true lines and he is going to consolidate them but he wanted them to see what they actually have so as they work this that will be the true number there.

Unemployment- He said they were carrying \$199 for unemployment and they are going to carry the same number this year.

Workers' Comp- Mr. LeMere said part way thru the year he discovered that the Workers' Comp for his position was \$3,363 and only \$1,579 was budgeted and this year that number will be \$4,207 based on the rates they were quoted.

Telephone- He said this expenditure is taken care of in Fund 1 so this is a line they can consolidate out.

Misc.- He said he didn't want to use the word miscellaneous because that could be anything and this line is funded at \$0. That's another line item I'm looking to take out of that position he said.

Wage Adjustment- Mr. LeMere said the wage adjustment is \$2,194 which is 2.5% including FICA, Medicare and ICMA.

Health Insurance- He said this line was funded at \$15,960 in 2022 and that is going to increase

to \$17,768 and those are confirmed numbers.

Dental- Mr. LeMere said they budgeted \$556 and the number they have is \$510.

Short Term-Life – He said this line was budgeted at \$625 and that number will be \$515.

ICMA- He said this was funded at \$3,428 and currently \$2,979 has been expended and the new figure will be \$3,770.

He said they are going from a \$94,000 budget for Fund 12 to \$106,883.

Mr. King said they changed the fee schedule a few months ago and asked if he felt those changes would fund this increase.

Mr. LeMere said based on the numbers they have for the total to date this week of Nov. they have collected \$93,756.86. He said looking at a scale for Dec. an approx. additional \$4,907 will give them \$98,663 in fees collected. He said that funds the original \$94,000 but doesn't fund the real number which is going to come in at about \$103,000.

Mr. King asked what is currently in Fund 12.

Mr. LeMere said Fund 12 has \$36,345.52 and that was the carryover from 2021. He said if they are looking at their budget to try to work with a clean number they know they have an increase and the difference that they did not account for but their original budget was \$94,000 and they had a carryover of \$36,000 and will end up having \$98,000 so they are funding the position.

Mr. King said they can only fund the position to the \$94,000 that was voted on so the difference has to come from another line and asked what line would be over expended and if it would be the CEO/Health Officer line.

Mr. LeMere said they haven't got to that point in the discussion and they know they have to deal with it but they are looking at what their real numbers are so they can figure out how they want to move forward with the funding of the position.

Mr., King said it needs to be in the CEO/Health Officer line because that's his responsibility for funding the Bldg. Insp. position to the \$94,000 voted by the taxpayers and the balance will have to be over expended on that line.

Mr. LeMere said the numbers are here for the hours they work in the different positions and they can account for them.

Mr. King said he didn't disagree with Mr. Staples point but historically this is how this position has been funded. He said he was not saying they can't change it but it's pretty much been funded this way for a long time. He said at one point half of it was raised through taxation and half of it was raised from the fund and as they got busier all of it was coming out of the fund. To change that we would be raising more through taxation he said.

Mr. Vachon asked if they had roughly \$98,000 this year.

Mr. LeMere said \$98,663 is his estimate and he should be pretty close.

Mr. Vachon said if they do the same next year they will \$9,000 short and that's if the building construction and the fees stay the same.

Mr. LeMere said they would be short \$9,304.

Mr. King said they could put forth a warrant article to take \$107,000 out of that fund and only \$60,000 goes in and that would deplete the \$36,000 surplus that is currently there.

Mr. Staples said he was also concerned that with this economy and the interest rates building is going to slow down dramatically.

Mr. LeMere said there is a lot to this position-its inspections, enforcement, housing, permit processing, working with the Planning Board and the admin alone is a huge task. He said at some point they need to look at funding this differently because if the position was in Fund 1 the fees they are taking in would go into the general fund and that would be the offset. He said they wouldn't be able to offset it 100% but they could offset it pretty well.

Mrs. Morin said they didn't get to the Planning and Zoning budget and the Land Use Asst. is in there twice and asked if it is the same person.

Mr. LeMere said no and Planning and Zoning is separate dept. so it is a separate person.

Planning and Zoning Budgets- Mr. Vachon said the salaries and benefits changed but he didn't change anything else so he didn't think they needed to go thru anything except the salary changes.

Mr. LeMere said they are projecting an approx. 15% increase for the Planner.

Mr. King said the Planner's salary is projected to go to \$57,500 which is the **Strafford Regional Planning Commission's** fee.

Mr. LeMere said that's correct. He said the Land Use Asst. is a separate position that is part time for 24 hours so he is looking to have 2 persons working 3 days with a one day overlap so they have full coverage from Monday to Friday.

Mr. King asked for the number of hours per week of staff time they are getting from SRPC.

Mr. LeMere said he believes it is 16 hours per week.

Mr. King said that works out to be about \$71 an hour depending on if it's 50 or 52 weeks.

Consensus of the board was they didn't need to go line by line with this budget.

Mr. King asked who is currently filling the Land Use Asst. position.

Mr. LeMere said they haven't filled that position so they haven't expended anything from that line.

Mr. Staples asked who is covering that job.

Mr. LeMere said they are all doing what they need to do. He said they need to fill the position because they need to have coverage 5 days a week with that overlap of 3 days and 3 days.

Mr. Vachon asked if the position has been posted.

Mr. LeMere said it has not been posted yet.

Mrs. Titus said they haven't agreed to add on that position.

Mr. LeMere said it's a position that's already been funded from 2022 and is not an add-on and they just haven't filled the position this year because they were trying to hold the line.

Mr. King asked what if they didn't fill that position and moved to hiring a full time Planner.

Mr. LeMere said with a full time Planner another admin position in the office would definitely

need assistance because as soon as they increased that activity they would need to back that position up. He said there is filing that needs to be done, e-mails that need to be answered, phone calls that need to be answered and there is a tremendous amount of walk-ins that need to be helped.

Mr. King said the full time Planner would be working 24 more hours a week vs. 16 hours.

Mr. LeMere said if we went to a full time Planner we would be looking at an \$88,873 increase from what they had budgeted for 2022.

Mr. King asked if that was based on pay and benefits.

Mr. LeMere said yes.

Mr. Vachon asked if that takes into account the \$50,000 that was budgeted for that.

Mr. LeMere said that would increase from where they budgeted \$50,000 which was half the \$94,000 budget for that position plus some of the training costs they have to add in there and the health insurance line itself would be \$24,000, dental is \$1,000, life/disability is \$515, FICA would go up to almost \$7,000 and ICMA would be \$4,660.

Mrs. Titus asked about a 30 hour week for the Planner.

Mr. King said then it would be at the contracted rate so you would double that and that would be \$100,000.

Mrs. Morin said it looks like we would out \$100,000 either way.

Mr. King said the \$100,000 for the contracted part time Planner doesn't include any benefits but if they put on a full time Planner it would include benefits which would add about 30%.

Mr. LeMere said they would go from a projection of \$94,000 to \$170,000 if they went with the contract position.

There were no further questions and Mr. LeMere said he would clean up some of the line items and get them back to the board.

7). New/Old Business:

Kodiak Building- Mrs. Titus said she has gotten phone calls about the Kodiak building that used to be the (Palmer) hardware store and in the back some trees have been cut down and there's a dirt road and some paving was done but the concern was that they cut down some of the Town trees and they were extending onto Town property.

Mr. King asked Mr. LeMere if he knew anything about this.

Mr. LeMere said no and that he would look into that.

Mrs. Titus said the neighbors and some of the business owners were concerned about it.

Mr. LeMere said there was a survey done in that area and he would look at that too.

EDC Appointment- Mr. Vachon said they received an application for a regular member of the Economic Development Committee from Lynn Fuller.

Motion: (King, second Titus) to appoint Lynn Fuller to the EDC passed 5-0.

Land Transaction Grant-Mr. Dickie said the Town was awarded a grant to help offset the legal costs for the acquisition of the Cartwright property in the amount of \$5,000 and Planning

Director Kyle Pimental asked him to present it to the board for their approval. He asked the board if they wished to have him sign the document on the Town's behalf.

Motion: (King, second Morin) to approve and authorize Ken Dickie to sign on behalf of the Town;

Discussion: Mr. Vachon said this is a matching grant.

Mr. King said the Town's match could be cash and/or in-kind.

Mr. Vachon said it's a 50% match and (Conservation Commission Chair) Bill Fisher said there's a line in the Con Com budget they can utilize if they need it.

Vote: The motion passed 5-0.

Christmas tree Lighting- Mr. Vachon said the annual Christmas tree lighting would take place downtown on Friday, Dec. 2

Hornetown Rd./River Rd. Bridges- Mr. Dickie said he gave the board a breakdown of what he received from Hoyle Tanner P.E. Josif Bicja. He said the total estimated cost (to construct/install a box culvert on Hornetown Road and move/install the temporary bridge on River Road) is \$1,590,000 and there is \$307,136 available in the Capital Reserve fund and they are receiving \$155,127 from the state and a public hearing is needed to receive those monies.

He recommended that they don't withdraw all the funds from the CRF and to leave some of that in there for future bridges and possibly bonding \$1.2 million of the cost. He said he was trying to give the board the figures for what they have available to try to make a decision on what they want to bond.

Mr. King said the Town could be getting back \$285,000 in the future that they could potentially earmark with a warrant article for this.

Mr. Dickie said there are the road monies and he asked if they could use that on the bridge and was told the only thing they could use that for is the hot top or the decking over the top. He said the road money is about \$141,000 and there is some additional money coming in that will probably bring us up around \$200,000 for roads.

Mr. King said he was okay with proceeding with the \$1.2 million by bond and coming up with the balance and not depleting all of our money because if the state ever comes through with some funding the Town will need to have 20% of the cost.

Mr. Vachon said the town has 3 more red listed bridges besides these 2 and 2 pink list bridges.

Mrs. Morin asked if they are doing anything to repair the red listed bridges to get them to pink.

Mr. King said they have the \$105,000 in ARPA funds they earmarked for bridge repairs and they have yet to get any specs from our engineer to go out to bid. He said that has been in their court for months and they still owe us that so we can put them out to bid to get them repaired.

Mrs. Morin said she thought they were putting the \$105,000 towards this project.

Mr. Vachon said the \$105,000 was earmarked for bridge repairs not replacement.

Mr. King said he didn't think anything was earmarked for these 2 bridges. He said they still need to firm up the list of repairs for the \$105,000 and get some technical data so they can have it

quoted.

Mr. Dickie said he would look into it and his understanding of the ARPA funds is they can be used for repairs but not on replacing.

Mr. King said they have that money but there is no progress on any data to go out to bid.

Mrs. Morin asked if they need to give Mr. Dickie a number to take to the bond bank.

Mr. King said he thought \$1.2 million is a reasonable number and he didn't think it would be wise to cut it slimmer.

Mrs. Morin said that may or may not give them some contingency funds going forward.

Mr. Staples said that would leave about \$72,000 in the CRF.

Mr. King said they may have some funds in the undesignated fund balance they could earmark.

Mr. Vachon said if they bond \$1.2 million they would have to come up with \$400,000 and he would rather see the numbers to bond \$1.4 million so they only have to come up with \$200,000 so they have money if the State Bridge Aid opens. He said at that point they wouldn't have the money for the bridge aid so they would have to bypass replacing another bridge for 20%.

Mr. King said he didn't like Mr. Bicia's plan for a 20% contingency fund and that it needs to be 30% especially on the River Rd. Bridge. He said Hornetown Rd. is a little more straightforward because they prepped that already but he was concerned about the upper headwalls on River Rd and he didn't think the 20% contingency is enough for that. He said if they go with the \$1.4 million bond and these end up being a little bit more because the contingencies are tight then you're a little bit better off.

Mr. Vachon said he hated to deplete the CRF down that far and then the bridge aid opens and they ask for money and then they're scrambling trying to cut other things out of the budget that they need when they could bond another \$200,000.

Mr. King said in 2 years they may be going back to the taxpayers for more funding for bridge repairs.

Mrs. Morin said they may have this bond paid off before the State Bridge Aid opens.

Mr. Vachon said we may, but we also have 3 other bridges we may have to bundle together to repair. Spring St. is not going to be a cheap one he said.

Mr. King said he was not convinced they can't get Spring St. off of the red list. He said eventually it will have to be replaced but they could get it off there with some repairs and the Cocheco Rd. Bridge needs to be replaced and widened.

Consensus of the board was to ask Mr. Dickie to get the numbers to bond \$1.2 million and \$1.4 million on a 10, 15 and 20 year schedule.

Tax Rate Setting- Mr. Dickie asked when he gets the tax rate back from the Dept. of Revenue Admin if the board wanted to hold a special meeting so they can get it signed.

Mr. Vachon said they have done that before and whenever he gets it they need 24 hour notice to hold a meeting.

Mr. King asked when they said they would get that to him.

Mr. Dickie said he was expecting a phone call last Friday or today but they haven't gotten back to him yet. He said he contacted our DRA rep again this afternoon and left a message and is awaiting a reply. He said depending on when the tax rate is set they may have to ask the county to give the Town a 30 day extension on half of the \$1.5 million we have to pay them which would potentially be in mid-Dec. and they have done that in the past.

He said he was also working with Mrs. Vaughn on the schedule for the school district as to when tax rate is set and the income comes back into the general fund so they can catch up with the payment to the school.

Mr. Dickie said for the **School Resource Officer** portion they may have to have a public hearing for the money the school district is giving back to the Town because it is in excess of \$10,000 and they are checking with the attorney on that.

Mr. King said with the start of the SRO program this year the Town will have unanticipated revenue from the school. He asked if they have 2 choices-to have a public hearing to accept that and designate that to pay the Police Dept.'s expenses or it could come into the general fund and then they can let the PD payroll budget be over expended but they'll be money in the general fund to cover it.

Mr. Dickie said they have those 2 options.

Mr. King said it may make sense to do the public hearing but he wants to make sure they have good numbers that cover that because they could set a number up to \$12,000 so they could designate that to go somewhere specific which is to offset the payroll for the officers in the SRO program. He asked if they need 7 days notice for a public hearing.

Mr. Dickie said the hearing needs to be held within the first 2 weeks in Dec. and he needs to post it for 10 days and they could have the public hearing for the bridge money that is coming in at the same time and there is also \$17,000 coming in from the state from the retirement refund.

Mr. King said they need to schedule a public hearing before the end of the year which hopefully in the next few weeks they would have a better number on what that unanticipated revenue is.

Levee Flood Insurance- Mr. Dickie said he gave the board an update and he was able to reach out to the head of insurance for FEMA and he sent that information back. He said he called him today and asked for some more details on the numbers.

Mr. King said with this FEMA issue they have been working on, they had gotten a proposal from Stevenson Engineering but they haven't done anything with that. He asked if they are the only people to go to in this instance. He said they will need some support and the number they threw out is a budget of \$250,000 to start with and maybe that will hold us over. He said its a couple million dollars for levee repairs and asked if they should start by negotiating some of these requirements to be more reasonable before they start throwing taxpayer money at the problem. He said maybe they need to go through the additional information and schedule a meeting with the FEMA people either with Mr. Dickie and a board member or with Stevenson

Engineering consultant and try to see if there is a path for us not at the nose bleed retail. Hopefully within a meeting or 2 we could get a waiver on the free board because we haven't any breeches of the free board since 1959 and it would be reasonable to request a waiver for that. They probably won't commit to it at that meeting but they may indicate if there is a reasonable shot at that he said.

He said they know some of the stuff they have to do because it's consistent with what the Army Corps wants us to do for maintenance and they may get down to a few items that they have a difference of opinion on. He said they are probably stuck with the lower part that was never in the maintenance plan and we will have to do that but he really thinks there are just 2 or 3 issues.

Thanks for Thanksgiving Dinner-Mrs. Titus said she heard the Rec. Dept. fed 40 people at the Thanksgiving Dinner so she wanted to thank Erica Rogers and her crew that put on the dinner and it was a very nice thing. She said they asked for donations and she wasn't sure how the money came about but they did a really nice job putting that together. Shout out to them and Happy Thanksgiving to the town of Farmington she said.

7). Next Meeting: Monday, November 28, 2022

8). Non-Public Session A:

Motion: (Morin, second Titus) to enter non-public session under RSA 91-A: 3 II (b, c) Hiring, Reputation passed 5-0 by a roll call vote (Vachon, King, Morin, Titus, Staples-aye) at 8:38 p.m.

Motion: (Vachon, second King) to come out of non-public session passed 5-0 at 9:15 p.m.

9). Non-Public Session B:

Motion: (Vachon, second King) to enter non-public session under RSA 91-A: 3 II (i) Preparation for Emergency Functions passed 5-0 by a roll call vote (Vachon, King, Titus, Staples, Morin-aye) at 9:15 p.m.

Motion: (Morin, second King) to come out of non-public session passed 5-0 at 9:38 p.m.

10). Resignation:

Motion: (King, second Staples) to accept Lisa Kimball's resignation with regret effective immediately passed 5-0.

11). Adjournment:

Motion: (Morin, second Titus) to adjourn the meeting passed 5-0 at 9:40 p.m.

Kathleen Magoon
Recording Secretary

Gerry Vachon, Chairman

Charlie King, Vice Chairman

Penny Morin

Douglas Staples

Ann Titus