

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, December 5, 2022
Selectmen's Chambers
356 Main Street-Farmington, NH 03835

Board Members Present:

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

Others Present:

Ken Dickie, Town Administrator
Scott Orlando, Police Chief
Becky Dickie, Town Clerk/Tax Collector
Pat Sirrell, Deputy Town Clerk
Pete Spencer, Transfer Station Supervisor
Chuck Tiffany, Water/Sewer Supervisor
Manny Krasner, resident

1). Call to Order:

Chairman Vachon called the meeting to order at 5:10 p.m.

2). Non-Public Session A:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (a, c) Compensation, Reputation passed 5-0 by a roll call vote (Vachon, King, Titus, Staples, Morin – aye) at 5:11 p.m.

Motion: (King, second Staples) to come out of non-public session passed 5-0 at 5:40 p.m.

Motion: (King, second Vachon) to seal the minutes for 90 days 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).

3). Non-Public Session B:

Motion: (King, second Staples) to enter non-public session under RSA 91-A: 3 II (b)Hiring passed 5-0 by a roll call vote (Vachon, King, Staples, Titus, Morin-aye) at 5:41 p.m.

Motion: (King, second Titus) to come out of non-public session passed 5-0 at 6:09 p.m.

Chairman Vachon reconvened the public session at 6:15 p.m.

4). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

5). Public Input:

Resident Manny Krasner said he had 3 things he would like to discuss with the board and asked what the story is on the solar facility, on recycling and if Reservoir Road has been skipped for grading or is on the list somewhere.

Solar Power Project-He said there seems to be a lack of any apparent progress with the solar project at the landfill and last spring he was here urging the Selectmen to stop chasing a free lunch and actually get a real solar company to do the work because the person they were working with had not even found an investor and it has been a long time (4-6 years?) since it was supposed to start.

He said at that time he was told that the gentleman had offered to put up a \$25,000 bond in order to have time to go through August of last year. He said looking over the minutes of Aug. and Sept. all he saw was that on Aug. 30 the Selectmen had a meeting with the attorney prior to the regular meeting for the purpose of discussing the solar facility and he hasn't see anything after that. He asked if this project is going forward and if they are still chasing the free lunch. Mr. Vachon said they had until Oct. to be completed after they paid us \$25,000 for an extension and they are not done so they are working on putting it back out for a different proposal. Mr. Krasner asked if they got the \$25,000.

Mr. Vachon said yes.

Mr. Staples said the meeting Mr. Krasner attended last year was a public hearing to accept the \$25,000 for a one year extension.

Mr. Krasner said he told them not to do it but they did it and stuck with the same guy.

Mr. Vachon said the board discussed working on getting that reset to go out for Request for Proposals so it will be going back out.

Recycling Project- Mr. Krasner said that last year Mr. Spencer was supposed to be trained on the advanced recycling stuff, they were going to repair the baler, get a new building built and get recycling reinstated in Farmington but we're still not there we're just continuing to do what we did before which was metal and corrugated cardboard. He asked if it is going forward and it's just not obvious.

Mr. Vachon said \$40,000 was set aside and the estimates are over \$100,000 to build that building, get the baler re-done and get everything done.

Mr. King asked if the baler was re-done.

Mr. Spencer said they got a quote for \$6,000 to repair it and it has not been done because they have no place to store it once it has been repaired.

Mr. Vachon said it is a "package deal" where everything has to be done at once.

Mr. King said the prior board set aside \$30,000 of **American Rescue Plan Act** money for this project after getting a cost estimate that was probably \$110,000 and based on some of our budget crunch they haven't finished with all the ARPA funding that is available to say they could put some more money to that project. He said they did get a quote for an outside manager for the project but they haven't made any progress past that.

He said beside knowing what they need to accomplish the building they will need at least another \$70,000-\$80,000 from somewhere which could come from the ARPA funds but they are trying to make sure they are solid on this year's budget and if they get to the end of the

year and are under budget then some of the ARPA money that has not been designated can be put to this project and maybe they will make some progress after the first of the year on that before the building season starts. He said maybe they can get the baler fixed as that is not a big cost and get back into doing more single source.

Mr. Staples said there is not a large value in recycling unless it is separated and baled properly. He said the trucking alone for corrugated cardboard costs us more than we are making off it.

Mr. Krasner asked if the ARPA money has to actually be spent or just obligated.

Mr. Dickie said the ARPA funds have to be spent by 2024.

Reservoir Road Grading- Mr. Krasner said Meaderboro Rd. got graded and then they had a problem with the grader back in early Oct. and then they saw the grader go down the hill and do Sheepboro Rd. He said Reservoir Rd. is starting to look like what Meaderboro Rd looked like before it was graded and you had to drive on the wrong side of the road or get caught in those gullies. He asked if there is a plan to grade Reservoir Rd. before everything freezes solid.

Mr. Tiffany said they are patching holes right now and it would be done on Wed. or Thurs.

Mr. Krasner thanked the board and left the meeting.

Christmas Tree Lighting- Mrs. Titus gave a shout out to the Selectman who was present at the Christmas tree lighting Fri. night, to the Farmington Preservation and Improvement Organization, the Farmington Police, Fire and Public Works Depts. and everyone else involved. She said it was a wonderful night and everybody worked together and thanked them all so much.

Mr. King concurred and the weather was cooperating and there was a pretty good turnout. He said he there weren't a lot of people there until it was time to do the lighting and the FPIO made 300 lighted necklaces and they were out so it was quite a big turnout for the event.

6). Review of Minutes:

Nov. 28,2022-Non-Public Sessions A, B, C, D & E- No errors or omissions

Motion: (Titus, second Staples) to approve the Non-Public Session minutes of 11/28/22 for A, B, C, D, E as written passed 5-0.

Mr. Vachon asked if any of these minutes should be sealed.

Mrs. Morin said one of the non-public sessions has already been sealed and asked if they should seal Session C since they have already sealed one similar to that.

Motion: (Morin, second Titus) to seal the minutes of Non-Public Session C for 90 days 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, Morin, Staples, Titus-aye).

7). Old Business:

Tax Rate- Mr. Vachon said they set the tax rate last week but they need to reset it this week due to some miscalculations. He said instead of \$24.40 the tax rate should be \$24.18 which is down 22 cents per \$1,000 valuation from their previous setting but it is still up from last year

but is not up as much as previously set.

Mr. Dickie said it is up 88 cents.

Motion: (Vachon, second Morin) to set the tax rate for \$24.18 passed 5-0.

Bond for Bridges- Mr. Dickie said he contacted the NH Municipal Bond Bank and got the information for \$1.4 million and \$1.2 million and gave it to the board.

Mr. King said for a \$1.4 million bond the current rate (June 2022) for a 10 year bond was 2.64%, the 15 year bond is 3.10% and the 20 year bond is 3.38% but they gave us the costs for 5%, 5.25% and 5.50% and he would like to see what it would be on $\frac{3}{4}$ of a point on top of the 2.64%, the 3.10% and the 3.38% because that is maybe what the rate change would be just to know what that would potentially be because 5% over 20 years is a lot of interest and it could really be 3.38% and hopefully that would be a big difference in the payments.

He said looking at the 2 numbers they should plan for the \$1.4 million not the \$1.2 million. He said they have an engineering estimate and he is concerned that the contingency on the River Road Bridge would not be enough because of the potential site work. He asked if they get approved for a \$1.4 million bond and finish spending at \$1.3 million if they can only borrow the \$1.3 million or if they have to borrow the \$1.4 million and put that balance against the principal or if they have more funds available from the Town to buy it down how that would work.

He asked if they went with a \$1.4 million as approval what the bond would be at a 3.25% rate instead of a 5% rate for payments and can they close it out for less meaning the cost is less or the Town puts in more to buy down the interest.

He said he is not inclined to go 20 years and personally he would only consider the 10 or 15 year bond. He said the interest rate on a 15 year bond is within less than \$10,000 for the 20 year bond and at \$136,000 vs. \$143,000 (calendar year total payment). He said the 10 year bond is quite a bit more at \$210,000 per year but that would not even be 50 cents on the tax rate and if they go with a 15 year bond at this rate the estimated highest year payment would be \$136,000 and the tax rate would increase by 24 cents.

Mrs. Morin said she would also like to see the lower interest rates and how it breaks down but the 10 or 15 years is the most she would want to go because she didn't want to be paying \$805,000 in interest over 20 years.

Mr. King said at that calculated interest rate (5.25%) for 15 years the interest is \$655,550 and at 10 years its \$385,000 which is significant savings if we can afford it. He said the difference between 10 years and 15 years is \$270,000 of savings and interest if they feel that's something we could absorb. If we have this happen in the future we may want to have a shorter term because if the funding for bridges doesn't get any better we may have to do this again in 4 or 5 years he said.

Mr. Vachon said the board would like some more information on the 10 and 15 year bonds with the $\frac{3}{4}$ % more than the current interest rates.

Mr. King said that would give them a range of the worst case say the 5.25% and what it could

be optimistically like $\frac{3}{4}$ of a point higher than what they got in June. He asked if there is anything else they have to do and what the next step is in the procedure with the NHBB. Mr. Dickie said they are locking off on the \$1.4 million and he has to get the board a little more information and then get back to legal counsel and start proceeding with the warrant article.

Police Chief- 2A Tactical Donation-Chief Orlando said in their packet the board should see a copy of the 2A Tactical donation that he wanted to bring before the board. He said it is for a total of \$2,671.71 and asked if the board would accept that donation.

Motion: (Vachon, second Titus) to accept the donation from 2A Tactical in the amount of \$2,671.71 for gear provided;

Discussion: Mr. King asked about the reason for the donation and if this was stuff they had in surplus.

Chief Orlando said they purchased a storage unit from a business that closed and that business was a Police supply vendor and they were looking to donate to local communities and local Police Depts. were able to take advantage of it.

Vote: The motion passed 5-0.

Revised Job Description: School Resource Officer- Chief Orlando said this is their Policy 16-21 and it mirrors a lot of the language used in the **Memorandum of Understanding** between the school and the Farmington Police Dept. and to also add in language regarding the SRO's vehicle. Mr. King said the changes aren't highlighted so not having the previous policy they don't know exactly what was changed.

Chief Orlando said he could submit the old policy for next week with the revisions in red so they could see the comparison.

Mr. King said he didn't need it in this case but in the future if he is going to have something like that to include strike outs for what is stricken or italics for what is added or new so they can see the changes. He said the policy was more defined to match the MOU.

Chief Orlando said that is correct.

Mr. King asked where they stood on the vehicle that they would be leasing from the school for the SRO.

Chief Orlando said they are currently waiting for the vehicle and to his knowledge a deposit has been placed on it but he was not sure if there was some paperwork that needs to be signed.

Mr. King asked if the vehicle would be equipped with some hardware and if that has been scheduled.

Chief Orlando said they placed a call to 2Way's sister company to try to get on their schedule ahead of time but they did not return their call. He said they will be equipping it with a radio and a siren that came out of a cruiser that was totaled in 2022 and they will be installing subdued lights, wiring and a control module.

Mr. King asked if they needed to make a motion on the revised job description or if they don't have to because it's a Police Dept. policy.

Mr. Vachon said he would like to have a motion that the board approved it.

Motion: (King, second Morin) to accept the revised job description for the School Resource Officer;

Discussion: Mrs. Morin said on page 4, under School Resource Officer, first line the word “the” after “possess” should be removed to read “Must possess above average written...”

Vote: The motion passed 5-0.

Monthly Report- Mr. Vachon asked the Chief if he was still actively recruiting to fill the vacancies.

Chief Orlando said yes and that he anticipates bringing a candidate before the board who is non-certified somewhere in late Dec. and he thinks this individual will be a good investment for the agency. He said he has been speaking with him for several months but his school semester ends on Dec. 15 so he wants him to finish strong there and then come before the board.

He said he would be able to provide more biography on this individual before he schedules an interview and he thought one of the last meetings in Dec. or in Jan. would be appropriate.

Mr. Vachon asked if the new cruisers were still being built.

Chief Orlando said yes.

Mrs. Morin said they are not being built yet because they are still making the parts.

Mr. King said the Chief stated that on Nov. 29, 2022 the balance in Fund 08 Cruiser Details is \$71,565.08 and the statement of accounts is up to date as of Nov. 15, 2022. He asked if he had a chance to go through this with Pam Merrill and Kelly Heon and that everybody is on the same page and that is a solid number.

Chief Orlando said yes and thanked Deb Tremblay for doing a great job and that she took on the responsibility of chasing down some payments that were due to them and has done a fabulous job. He said Pam and Kelly have also been participating in this to try to get a handle on it and it is very complex to understand and try to explain but he is very confident with that number and everybody is in agreement that that is a solid number. It keeps growing day by day and we’re averaging 2 officers on a detail per day for 8 hours. Fund 08 has been really lucky that there has been a lot of tree trimming going on he said.

Mr. King asked at this pace where he thinks the fund will be at the end of the year.

Chief Orlando said he thinks about another \$3,000 would be added to the fund by then.

Mr. King said that would be about \$74,000 and asked if he would recommend putting most of that toward the new cruiser purchases. He said the board earmarked some money from the ARPA funds but he didn’t know if the Chief would like to deplete it down to close to zero and put that toward the cruisers. He asked if there was any reason they should hold some in reserve.

Chief Orlando said traditionally they have not held any in reserve and he didn’t think it benefits us to hold any in reserve currently. He said the ARPA funds that have been earmarked for the cruisers could be better served elsewhere in the community if they have that amount. He said it

is a total of \$100,000 for 2 cruisers and completely outfitting them and if they get to that amount they should deplete it down and the Town can use the money they earmarked for something else to better the community. I wouldn't want to have a savings he said.

Mr. King asked if he, Kelly and Pam are working on some ways to streamline and simplify how they manage Fund 08 to save some time on both sides. He said he wasn't looking for an answer now but he knew the historical issues with this and asked the collective group to feel free to bring forward some suggestions on how to streamline the management of the fund and make it less work not more.

Chief Orlando said there has been a lot of collaboration and suggestions on how to streamline it and make it better and he will provide further details in his Dec. monthly report.

Mr. King said under Statistics he has Field Interviews listed and asked what a field interview is. Chief Orlando said a field interview is when an officer goes out on a call for service that doesn't require an investigation. He said it could be asking a standard question, directions, assisting an ambulance to provide some level of presence but it doesn't require an investigation or anything down the line.

Mr. King asked if that could be a noise complaint like firing a cannon in the middle of the day.

Chief Orlando said that would be an incident report.

Mr. King said incident reports weren't included on his list of statistics.

Chief Orlando said that would be under offenses even if no action was taken.

Selectmen thanked the Chief and he left the meeting.

8). New Business:

Radio for New Fire Dept. Command Car- Mr. Dickie said the Fire Chief put the Motorola quote for communications equipment in their packets and the cost for this is \$3,827.80. He said they were wondering if they could take this out of the ARPA funds or pay for it from the Fire Dept. operating budget and he wanted to ask the board before they did anything.

Mr. Staples asked if he has room in his budget for this.

Mr. Dickie said he does.

Mrs. Morin asked if there are ARPA monies set aside for this purpose.

Mr. Dickie said no and that is why he brought it before the board.

Mr. King said if he can absorb it in his budget that is where would prefer that it be paid for because they have tried to shut the door down on any new expenditures out of ARPA until they get through the budget.

Mr. Vachon said he agreed it should be taken out of his operating budget not the ARPA funds.

Motion: (King, second Titus) to take it out of the existing Fire Dept. budget based upon the statement that he can passed 5-0.

9).Town Administrator's Business:

Water Funding- Mr. Dickie said he has been talking with Rick Skarinka (NH DES Drinking &

Ground Water P.E.) about the Town water and he called today to talk about the funding the Town could potentially receive and if we would be willing to accept it. He said the total amount is \$7.2 million, \$1.44 million would come from an ARPA extension grant dealing with the water and \$5.76 million would be a low interest loan to the Town and at the end of the project 30% of the principal would be forgiven.

He said they are having a meeting on Wed. with Emery & Garrett (Groundwater Investigations) to understand where the project is going because the last communication with them was talking about potentially putting in some new wells knowing that the filtration system wasn't removing the iron and the organic matter that it is adhering to and knowing that process would cost considerably more than just a standard filtration system. He said he is waiting for them to get back to him to see where we're headed from there.

Mr. King asked who is meeting with Emery & Garrett.

Mr. Dickie said that he and Mr. Skarinka are going to be on the call with Emery & Garrett.

Mr. King asked if we have to accept all of the \$7.2 million or if we could accept a portion of it.

Mr. Dickie said if the project was less than \$7.2 million then the percentage less they received would be the percentage of ARPA funds they would receive.

Mr. King asked him to ask Mr. Skarinka or Emery & Garrett if they can expend funds from the \$7.2 million grant to purchase land where we may have a leased well. He said Town Well #6 is currently on leased land and there are 14-16 years left on the lease and asked if they can use those funds to purchase that property to secure our water rights past that 14-16 years.

He said if so, they should reach out to the land owner and say that if they are interested in selling the land we may be interested in buying it if we can secure the funds through this grant.

Mr. Dickie said he would reach out tomorrow to get an answer. He said potentially there would be a warrant article going before the voters if they want to move on this particular project.

Mr. King said they would be bonding \$4 million because out of the \$7.2 million, \$5.76 million would be a low interest loan with 30% forgiven so that would leave \$3.9 million.

Mr. Dickie said 30% of the interest not the principal would be forgiven.

Mr. King said they would have to know the total payment of the loan to see how much we would owe but it could be \$4 million or what we need for those wells. He said after they have the conference call he would like to have Emery & Garrett come to a board meeting.

Mr. Dickie said they talked about having Mr. Skarinka and Emery & Garrett attend a meeting after the Wed. call to present it to board to make sure we want to move forward with it.

Mr. King said Emery & Garrett do a good job of explaining things so he would like to have them here and he was sure they would have some other things to bring up.

He said the Town is getting a gift of 325 acres of land and one thing they broached with the landowner and they expressed they don't have an issue with is to allow us potential water rights to that parcel so that may give us areas to consider for a new well. He said he didn't know if Emery & Garrett looked at that area when they did the initial Town-wide study 5-6 years ago

but maybe there is an area in there that makes sense to consider for a new well.

Mr. Tiffany said no test wells were dug in the Old Bay Road area in that study.

Mr. King said there were geological studies done of that area but he didn't know if there was anything that even looked promising up there.

10).Budgets:

Highway Dept. - Mr. Tiffany said this packet does not contain the administrative stuff like FICA, Medicare, etc. so they would have to ask Mr. Dickie any questions on those numbers.

Mr. Vachon asked the board if they wanted to go through this "100 and something pages" budget line by line or if they had specific questions.

Mr. King said he didn't have any specific questions but he would like to discuss any lines that have changed significantly.

Highway Heating Oil- Mr. Tiffany said the approved budget in 2022 was \$5,000 and the proposed 2023 budget is \$11,340. He said they are locked in at \$4.05 per gallon and the Highway uses an average of 2,800 gallons of fuel a year.

Painting of Lines- (2022-\$17,000; 2023-\$22,000)-He said this line went up a little bit more but that is to paint the whole town and the parking lots, crosswalks, the Tiger Trail and any repairs to the paint machine.

Mr. Vachon returned to the DPW Heating Oil and said on the big spreadsheets they received it says \$7,000 is proposed for 2023.

Mr. Dickie said that was the previous price and he met with him today and updated the numbers but didn't get to updating the board's big sheets.

Mr. Vachon asked if the DPW Fuel line was not updated as well.

Highway Gas- Mr. Tiffany said this line was \$7,000 in 2022 and was increased to \$32,500 for 2023.

Mr. King said in the explanation it says "all Town depts. and school are fueling up at the Town's gas pumps now" and asked if the school reimburses the Town.

Mr. Tiffany said they do.

Mr. King asked if they show a revenue side for what that is as an offset.

Mr. Dickie said in talking to Superintendent Vaughn they need to get caught up from July.

Mr. King said before they finalize it he would like to see a breakdown of what is being used by the Highway, school, Police and Fire Depts. He said they shouldn't be showing it at \$32,000 and then they are also showing it in all the other depts. One of them has to go away or we're taxing it twice he said.

Mr. Dickie agreed and said he has been working with the Finance Director on how to do that properly because he didn't want any double-dipping or triple-dipping at all.

Mr. Tiffany said he could provide the breakdown for the year and he did some of that under the Highway Diesel.

Highway Diesel- (2022-\$40,000; 2023-\$100,000) - Mr. Tiffany said from Jan. to July, 2022 the Highway used 2,683.8 gallons of diesel and the school has used 7,563.8 gallons and he would do the whole breakdown for gas and diesel and bring it to the board.

Mr. King said we only need to raise and appropriate the amount once and the school is also raising it through taxation and if they raise it then get reimbursed the taxpayers are paying for it twice. So this is about how we go forward with our budget without doing that he said.

Mr. Vachon said if the 2,600 gallons used by the Highway was to July a rough figure would 5,000 gallons for the year and asked what we are paying for diesel right now.

Mr. Tiffany said he just got the tanks filled up so he didn't have the new price yet and the old price was \$4.35.

Mr. Dickie said he calculated the cost at \$5 a gallon and he didn't know where it would be heading for next year. He said Mr. Tiffany told him that last year they used 20,000 gallons of diesel fuel.

Mr. Vachon said that would be for the Town-wide use. He asked if everyone has a key card to use the machine up there.

Mr. Spencer said everyone has a key card and they do it by the month.

Mr. Vachon said if they have the monthly statements it shouldn't be that hard to figure out which vehicle fueled up, how much, from what dept. and the actual cost.

Mr. Dickie said they need to add 2 more keys because the school just got 2 new buses.

Mr. Vachon said not unless they expanded the fleet. He said if they didn't expand the fleet the keys from the old buses go to the new buses.

Mr. King said they added two 4 wheel drive passenger vans but he didn't know if they were replacing equipment. We have 2 new buses that were replacements and the other ones are out of the fleet and the 2 new vans are gas powered he said.

Mr. Tiffany said the last load of gas that they got was 2,000 gallons at \$3.25 a gallon.

Mr. Vachon said technically they would float all the other depts. until the Finance Director puts the money back into his account from those depts.

Mr. Dickie said from what he understood there is no revenue line established to receive the funds back in the current year's budget.

Mr. King asked if they didn't show a revenue line for the school side in the past for the diesel and gas.

Mr. Dickie said this particular year there was no revenue line and they are looking into how it was done in the past.

Mr. King said if they showed it on the revenue side then they could budget the full amount like the \$100,000 and show \$70,000 coming in. He said if they didn't budget the \$70,000 coming in and raised \$100,000 for fuel then the taxpayer got taxed twice.

Mr. Vachon said when they are running through this they should be able to figure out what every dept. uses so they can tighten the lines for Fire, Police and Highway Depts. He said they

can't do anything with the school except tell them how much they used and it is up to them to figure out their budget. He said they could tighten up the Town side as far as do they really need \$40,000.

Mrs. Morin said there is also a surcharge that the Town charges the school for using the pumps.

DPW Waste Disposal- (2022-\$1,400; 2023-\$2,100) - Mr. Staples asked what this line is for.

Mr. Tiffany said it is for trash disposal.

Mr. Staples asked if they are paying to dispose of their trash at the Transfer Station.

Mr. Tiffany said no they have their own dumpster.

Mr. Staples asked for the dumpster size and how often it is emptied.

Mr. Tiffany said it is a 5 yard dumpster and it is emptied monthly.

Mr. Staples said he might want to check with the shipyard because he gets 10 yard dumpster and pays \$1,500 a year.

Mr. Tiffany he wasn't sure on the size of their dumpster. He said this line went up due to the Waste Management price increase.

Mrs. Morin asked if they were locked into a contract with Waste Management.

Mr. Tiffany said no but they have everybody.

Mr. Vachon said there are other companies they could research especially if it's a smaller dumpster.

Mr. King asked what they are putting in there that they can't take to the Transfer Station.

Mr. Tiffany said nothing and they could bring it to the Transfer Station if they want them to.

Mr. King asked for the number of dumpsters there are around the government buildings.

Mr. Tiffany said there is a dumpster at the Rec. Center and the Police and Fire Depts. share one.

Mr. Staples said he would definitely call around for a better rate.

Mr. King asked if they are only putting in trash at the other sites that could go to the landfill why couldn't they have their own dumpsters and once a month pick up our dumpsters and bring them to the Transfer Station, dump them and bring them back. He said they had 6 containers they could drop off an empty one and pick up the full one and bring it to the Transfer Station and do that for each of the 3 locations.

Mr. Tiffany said it is also a matter of being able to dump them safely so no one gets hurt.

Mr. King said it's all going to the same place and we're paying for an extra service to pick it up from 3 locations and take it to the turnkey landfill in Rochester and paying to pick it up from the Transfer Station and take it to the turnkey so it could be \$2,100 times 3.

Mr. Spencer said he doesn't get this bill so he didn't know what this would be with the existing dumpsters so he couldn't tell him what they're spending now or would be saving. He said if they had standard containers on wheels at each location a person could pick them up and dump it into a truck, backhoe or loader and move on.

Mr. King said or they could load them into a truck and bring them back. He said maybe some of the other locations don't need anything more than that like the Rec. Dept. and the Police

Station and asked what they need that's larger than what they have here.

Mr. Tiffany said he could take them off of automatic call and just call them when it needs to be picked up so they are not getting all those charges. He said he didn't know how this was set up but for the one at his dept. he calls them up when it gets full and they come and get it.

Mr. King said this came up when he was on the board before and they keep trying to manage these costs and if they can come up with a solution that works for us to get it down that is something that's easy to do. He asked how much waste is generated at the Rec. Dept. and if it is more than what would fill a couple of wheeled receptacles.

Mr. Tiffany said he didn't know but they are emptying that one automatically too because he gets a bill for that once a month.

Mr. King asked what the totals were for the 3 areas and that could make a potential solution to reduce the cost.

Mrs. Morin asked if they were sure they don't have a contract with Waste Management and recalled the school had a 3 year contract with them and it is very difficult to get out of it and they may have to pay to get out of the contract.

Mr. Tiffany said he wasn't 100% sure and he would have to check on that.

Highway Tires- (2022-\$4,269; 2023-\$9,000) - Mr. Tiffany said they have zero stock of tires and they don't a spare if they get a flat right now and this will allow them to restock the supply.

Mr. King asked what they typically carry for stock.

Mr. Tiffany said they used to have one spare tire for every vehicle and now it's down to zero.

Mr. King said he knows they need to have an emergency stock and asked what makes sense to have in that stock.

Mr. Tiffany said the backhoe tires come out of this line too.

Mr. King asked if they were buying them for inventory.

Mr. Tiffany said no that's for when they cut the sidewall or whatever that sometimes happens with a backhoe.

Mr. Vachon asked if they were shopping around and checking with the state bid tire prices.

Mr. Tiffany said probably not and they have always gotten them from Pete's Tire Barn as far as he knew.

Mr. Spencer they haven't had the time or the luxury to search out other places.

Mr. Vachon said he would send them the state bid list and it will solve a lot of problems because all they have to do is go in and search for tires and it will give them all the state vendors. He advised them to call and verify that they are cheaper and that sometimes they aren't cheaper or the inventory isn't there but a lot of times they are cheaper because of the volume of tires they sell through the state. I'm all for shopping local but if we can get a decent savings we have to look out for the budget too he said.

Cleaning Catch Basins- (2022-\$6,600; 2023-\$13,300) – Mr. Tiffany said this line went up quite a bit because he wants to do 2 weeks of catch basin cleaning and in the past they only did 1 week

of catch basin cleaning and only get 50% of them done.

Mr. Vachon asked for the total number of basins in town.

Mr. Tiffany said he didn't know but there are a lot of them.

Mr. Vachon asked how he knows only ½ of them are getting done if they don't know the total number.

Mr. Tiffany said he has sent someone out and he has done it himself and it only gets about half for a 40 hour work week.

Mr. Vachon said we are not covered under MS-4 reporting because our population is under 10,000 so there is no 5 year rolling period where every one of them has to be done within a 5 year period.

Mr. Staples asked if there is state requirement that the basins be done every year.

Mr. Vachon said that would be the MS-4.

Mr. Staples said we don't fall under it so we don't have to worry about it.

Mr. Vachon said the problem is we run sand here and they will plug up and then you get flooding and it will fill pipes and then you have to jet them and clean them.

Mr. King said say we have 200 catch basins they're not all the same so some could be on a 3 year cycle, some could be on a 2 year cycle and some need to be done every year. He said he didn't have a problem budgeting this but if they were going to be smarter they would audit the basins when they do them, open them up and if there is nothing in this one put it on a 2 year schedule but this one has to be done every year. He said when they open up the one on the 2 year cycle if after 2 years there is still nothing in it put it on a 3 year cycle so you get a rolling list. Potentially you may not have to do half of them every year but some have to get done every year because of how much sand gets in them he said.

Mr. Spencer said they haven't found that list or where there have been problematic areas.

Mr. King said he assumed there is zero information on this and they will have to create that information. He said if they do all of them this year and assess their condition and if there's no sand in anything they could say these could go on a minimum 2 year cycle and these could more. Then you get list of these 50 have to get done every year, these other ones can go 2 or 3 years and then in the future they may be able to get it down to half that needs it he said.

Mr. Vachon said if they are using straight salt on the roads in town because they're paved those can probably go 3, 4 or 5 years. He said there is very little sediment in salt so once the ones on paved curbed areas are clean they can probably be done in 5 years. Out in the country where we have swales and off the road basins where dirt is going to wash in as well those will have to be done more frequently he said.

Mr. King said they could assess them before they call the vacuum truck and if they inspect every one they would have a list ready of which ones they're cleaning before the guy arrives.

Mr. Vachon asked if they have check sheets when they clean them.

Mr. Spencer said no and there is no paperwork on the infrastructure at all.

Mrs. Titus asked Mr. Vachon if Somersworth has something like that that he could give to them. Mr. Vachon nodded yes.

Mr. Spencer said a standard sheet would tell you what the existing cover is, what is underneath it, grade it from 1-5 is the inlet/outlet in good shape, what material it consists of, measure the depth of sand and note if its full of leaves but there is nothing there that they need to have. He said they are putting this into the computer now and they have to come up with a program.

Mr. Dickie said he has a relative that worked for the Town for 32 years that might be able to give Mr. Tiffany and Mr. Spencer a base of what they did when they used to clean them manually, which ones they had to change and spend extra time on so they're not starting "green". He might be able to take you right out to the ones you need to work on he said.

Fuel-Town Buildings- (2022-\$28,000; 2023-\$54,500) – Mrs. Morin asked if that means all of the Town buildings not just the Highway Dept.

Mr. Tiffany said it means all of the Town buildings.

Mrs. Morin said it shouldn't come from his budget for all the Town buildings and each building should have its own line for fuel so they know what each building is using. She said its bottom line budgeting but they're not going to get an accurate number for who is using what if it is all under one building. If you're using \$54,500 worth of heating for your building you need to put on a sweater she said.

Mr. Dickie said he thinks the reason his is separate is because they have a waste oil furnace.

Mr. Tiffany said they have both waste oil and regular oil.

Mr. Dickie said they burn waste oil when they can and switch to heating oil when they don't have it.

Mrs. Morin said they don't use \$54,000 worth of heating oil and it should be broken out by building for who is using what amount of fuel so that should be an easy one as well.

Mr. Vachon said if they had to put money into a building to make it more efficient they would know which one. He said they should be getting billed per address and when they come to fill the tank it should have the address on it.

Mr. Staples asked if the power is the same thing.

Mr. Tiffany said yes its building and grounds and it all falls under one.

Mrs. Morin said the Highway Dept. is buildings and grounds and they have all the buildings but they don't have all the maintenance under his budget.

The board said yes it does it's on page 53 and it's \$43,000.

Mrs. Morin said to be fair and show where the money is being spent they need to break it out by building.

Repairs and Maintenance Town Buildings- (level funded at \$43,000) - Mr. Staples asked if he is keeping the repairs of the buildings the same because of the senior center and the old Police Station. He asked what the old courthouse/senior center needs as they just redid it.

Mr. Tiffany said the front roof trim is buckling, rotted and falling off and the same thing with

the backside of the old Police Station and the emergency staircase is ready to fall off.

Lights-Town Buildings (2022-\$40,000; 2023-\$44,000) - Mr. King said he was going to have to get some better calculations for this because he only has a 10% increase and the increase in power went more than 10% so they need to look at what was spent and what is projected at the new rate. He said the Town locked in at 14 cents for power and compare that to what they were paying. I don't know what we spent last year but a 10% increase is not enough he said. Mr. Vachon said they have spent \$42,189.49 so far this year which is over by \$2,189.49 with December still to go. That will put you over \$44,000 for this year without any increase he said. Mr. Tiffany said he would check that out.

Repairs and Maintenance Town Buildings (continued) – Mr. King said this line probably should be more than \$43,000.

Mr. Tiffany said they under spent this line this year but that was because they didn't have the manpower to do the work. There is a lot of work to be done to the buildings he said.

Mr. King listed the trim on the side needs to be done, there's a broken window, questionable looking roofing in the front as repairs needed at the Town Hall.

Mrs. Morin added that some of the smaller rooms inside are really cold and didn't know if it is due to their windows.

Mr. King said the old Police Station is another whole discussion and he was in favor of taking it off the building.

Mr. Vachon said there are plenty of carpenters around and they don't necessarily have to have the Highway Dept. do everything.

Mr. Tiffany said stuff like trim and roof work would have to be put out to bid. He said the whole front peak of the courthouse also needs to be repaired.

Mrs. Titus said she would be in favor of ripping down the old Police Station because no one is using it.

Mr. King said there areas that are being used but there are spaces in the Town Hall or other buildings that can supply that need so it's not that the people using that space won't have another place to go. He said there is adequate space in other Town buildings to store or have people use that. He said they could spend \$250,000 on the Police Station and asked what they would have.

Mrs. Titus said she didn't think it was worth it.

Mr. King said they could apply for a CDBG grant for historical restoration of the Town Hall and during that they could take that building off. He said they could potentially fix everything on the building and bring back the historic nature that would fit into a grant they could apply for. We have to do something we could put \$500,000 into the entire building he said.

Mrs. Morin said if they don't have a purpose for the old PD other than storage it's not really worth taking the taxpayers' money to build a storage unit.

Mrs. Titus asked about the cost to fix the courthouse.

Mr. Staples said the inside should all be redone including new windows.

Mr. Tiffany said the outside needs extensive work but he couldn't give Mrs. Titus a number right now.

Mrs. Titus asked if they are only using the courthouse for the senior center.

Mr. Vachon said currently.

Mrs. Titus said her understanding as of a few years ago was they were going to use the old conference room at the Rec. Dept. as the senior center so that has changed. She asked if they are only using the downstairs portion of the courthouse.

Mr. King said currently only the downstairs is being used.

Mrs. Titus asked why we couldn't house the senior center in the long room where the food goes when they have meetings at the Town Hall and how many people they are getting at the senior center.

Mr. King said he didn't disagree with that discussion but the old courthouse is one of the historic buildings in town and they need to fix it.

Mr. Dickie said either we work on it and get it restored or they are at risk of water getting in and causing further damage.

Mrs. Titus said she understood about fixing the roof but she didn't want to put in new carpet, new walls, etc. We're heating the building for just one thing. I believe in a senior center but can we use the space in the Rec. Dept. instead of (the old courthouse) she said.

Mr. King said he was okay with leaving it as it now but after they have gone through all the budgets they could discuss how much they really need on this line for all government buildings. He said you could put \$20,000 into the outside of the Town Office Building and \$50,000 into the outside of the Town Hall building and another \$20,000 into the outside of the old courthouse.

Mr. Vachon asked if the Moose Plate program would cover that. He said they did it for a historic chapel in the cemetery and wondered if that could be used for historic buildings. He said they put on a brand new slate roof that cost about \$40,000 with that grant.

Mrs. Titus suggested if they can get a grant to fix the building they could also rent it out and use it for things not just the senior center.

Supplies Town Buildings (2022-\$6,500; 2023-\$7,000) – Mrs. Morin asked what these supplies are.

Mr. Tiffany said this is for misc. supplies for the whole Town and consists of cleaning supplies, paper, copy paper, ink, and many different things are taken out of this line. He said the line was over expended by \$500 and he was keeping it at about the same amount.

Mr. Vachon said he just named a bunch of items that are coming out of other depts. such as office supplies, ink and paper.

Mr. Tiffany said it's the Town supplies line.

Mr. Vachon said it shouldn't be Town Supplies when there are other depts. that have that line in it.

Mr. Tiffany said they are all in there, including the Highway Dept. because he uses this line too. Mr. Vachon noted there is a Town Office Supplies line in the Executive budget with a proposed 2023 budget of \$7,500 and asked if that would be for paper and ink, etc. That is not coming out of his (Highway Dept.'s) supplies line item he said.

Mr. Dickie said he didn't believe so and that he owed the board a breakdown of that line and 3 other line items when he returns to the board.

Mr. Spencer read aloud that this line is for Town office supplies, paper, ink, toner, pens, pencils, calculators. Business cards, etc.

Mr. Vachon said that should be for the Highway Dept. not Town wide. He said there is an office supplies line listed under this building so they shouldn't be buying the office supplies for this building when they have their own line for this building.

Mr. King said there is also a DPW Office Supplies line.

Mr. Tiffany said that is for office supplies not for toilet paper, paper towels and hand soap.

Mr. Vachon said this building has a \$7,500 Town Office Supplies line; this building has its own line for supplies and Mr. Tiffany is telling them that they are buying supplies for this building out of his budget.

Mrs. Morin said and they are buying the same supplies out of their budget.

Mr. Vachon said so somewhere is the double dip again.

Mr. Tiffany said he didn't put the lines in but that's how it's been used and how it's been set up.

Mrs. Morin said it is nothing against them and that is one reason why it is really important to break out the buildings to show where the money is going.

Mr. Tiffany said Mrs. Morin was right and each dept. should have a budget line for that stuff so they can tell what they're spending.

Mr. Vachon said the Police Dept. has a Police Office Supplies line so every dept. has an office supplies line and Mr. Tiffany is buying everything.

Mr. Dickie asked Mr. Tiffany if he got a breakdown from the Finance Director of what they are actually buying out of that line.

Mr. Tiffany said he has a breakdown of the Supplies Town Buildings line on his computer but he did not have it with him. He said each dept. should also be doing their own electricity.

Mr. King said the Highway has a separate line for supplies under Government buildings and DPW Office Supplies is a different line.

Mr. Dickie said he knew what was book-kept here for at the garage and asked what was physically spent. He said that he may want to break down that line.

Mr. King said their sheets didn't have the latest updates and asked Mr. Dickie for the proposed budget for Highway & Streets vs. last year.

Mr. Dickie said last year it was \$719,564.46 (2022) and this year as updated was \$858,131 (proposed 2023).

Mr. King asked for the Administration Highway and Street budgets.

Mr. Dickie said last year it was \$745,423 and this year it is \$742,588.

Mr. King said the Administration budget is close to being the same and the Highway & Streets budget went from \$720,000 to \$860,000.

Mr. Dickie said that was primarily because of the cost of diesel fuel which they need to get into and get that fixed.

Mr. King said they need to get to the bottom of the fuel thing, the supplies, check the electricity and make sure that's a good number and get back to them on the government buildings.

Mr. Tiffany asked if they are going to break apart the Buildings and Grounds and let the Police Dept. take care of their own electricity and supplies and stuff like that.

Mr. King said he didn't think that decision has been made yet. He said the board is going to have to decide to do that and there is going to be some work needed to do that.

Mr. Vachon said it may not be this year due to the "legwork" needed.

Mr. Tiffany said everybody would have to change their budgets all around.

Mr. Vachon said changing budgets is keystrokes and is not that big of a deal for him and would be more of a job for the administration and finance offices. Those 2 offices control the overall programming for the budgets so it wouldn't really put too much work on him he said.

He said the diesel fuel budget may put a little more work on Mr. Tiffany because he may have to pull the slips and figure out what dept. uses how much and he would like to see what everybody uses for the year.

Mr. King said they may already have the money for that in those depts. so it shouldn't be in his budget unless he has a revenue side that offsets that transfer like from the school or the Police otherwise they're taxing them twice.

Legal Expenses- (level funded at \$85,000) – Mr. King said they got a memo from Drummond Woodsum regarding their 2023 projected legal retainer fee (remaining at \$78,000) and asked for a breakdown of the hours and what areas they were in. He read the things that are not covered by the flat fee are non-code enforcement litigation, employment work longer than ½ hour, labor work, finance work, other specialized work including but not limited to bankruptcy, environmental and any COVID specific work requiring more than 10 hours in a given month. He asked if there were overages they paid for on top of the \$78,000 and if so what were they. He said we probably had some legal services that fell into this non-covered by this retainer and maybe our legal bill is only \$78,000. He said he would like to see an itemized list to see whether it warrants going back out to bid and considering going back to as required but he will know better when he sees the breakdown.

He said the School Board is budgeting \$35,000 and they are not expending that but the Town has a lot of code enforcement legal issues so when they give us the breakdown they can put them in the right buckets to see what the big hitter is on our legal bills.

11). Next Meeting: Monday, December 12, 2022

12). Non-Public Session C:

Motion: (Morin, second Titus) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (Vachon, King, Titus, Staples, Morin-aye) at 7:54 p.m.

Motion: (Morin, second Staples) to come out of non-public session passed 5-0 at 8:42 p.m.

13). Non-Public Session D:

Motion: (King, second Titus) to enter non-public session under RSA 91-A: 3 II (a) Compensation passed 5-0 by a roll call vote (Vachon, King, Titus, Staples, Morin-aye) at 8:42 p.m.

Motion: (Vachon, second Titus) to come out of non-public session passed 5-0 at 9:07 p.m.

14). Non-Public Session E:

Motion: (Vachon, second Staples) to enter non-public session under RSA 91-A: 3 II (c) Reputation passed 5-0 by a roll call vote (Vachon, King, Morin, Staples, Titus-aye) at 9:07 p.m.

Motion: (Vachon, second Morin) to come out of non-public session passed 5-0 at 9:11 p.m.

15). Adjournment:

Motion: (Morin, second Titus) to adjourn the meeting passed 5-0 at 9:11 p.m.

Kathleen Magoon
Recording Secretary

Gerry Vachon, Chairman

Charlie King, Vice Chairman

Ann Titus

Douglas Staples

Penny Morin