

Town of Farmington
Board of Selectmen Public Meeting Minutes
Monday, October 30, 2023
356 Main Street-Farmington, NH 03835

Board Members Present:

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

Others Present:

Ken Dickie, Town Administrator
Kelly Heon, Finance Administrator
Ed Brannan, Highway Dept. Supervisor
Chuck Tiffany, Water/Sewer Supervisor

1). Call to Order:

Chairman Vachon called the meeting to order at 5:30 p.m.

2). Non-Public Session A:

Motion: (Vachon, 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 5:31 p.m.

Motion: (Morin, second Titus) to come out of non-public session passed 5-0 at 5:51 p.m.

Motion: (Morin, second Vachon) to seal the minutes for one year 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: (Morin, 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, Titus, Staples, Morin-aye) at 5:52 p.m.

Motion: (King, second Staples) to come out of non-public session passed 5-0 at 5:57 p.m.

4). Reconvene Public Session:

Chairman Vachon reconvened the public portion of the meeting at 6 p.m.

5). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

6). Public Input: None

7). Review of Minutes:

October 23, 2023- Non-Public Sessions A, B & C- No errors or omissions

Motion: (Titus, second Morin) to accept the minutes as written passed 5-0.

Motion: (Vachon, second Staples) to seal the Non-Public Session A 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, Morin, Staples-aye).

Motion: (Morin, second Staples) to seal the Non-Public Session B minutes for one year 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, Morin, Staples-aye).

8). Old Business:

Water and Sewer Dept. Budgets- Sewer Dept. Mr. Tiffany said there are a couple of new lines and one would be the Campbell Commons pump station the Town took over and he put \$5,000 in there that's for cleaning it and all the services for the whole year and that's a quote from AAA Pump and LaPierre septic.

Mr. Vachon asked if that includes the power.

Mr. Tiffany said that includes the power and the generator being checked by Cummings which is the same company he uses to check the Sewer departments.

Mr. Vachon asked if that includes any maintenance to that pump station so they can keep track of just that pump station.

Mr. Tiffany said yes. He said the other new line would be the Mileage Reimbursement line that they discussed because he was putting the mileage in the Gasoline line and they discussed separating it out. He said he put \$2,329 in water and \$2,329 in sewer too and that would cover them for all their classes and all the trips they would be taking to Concord every year for water testing.

He said one of the big things he knocked down was the Diesel Fuel and the reason why the fuel was up so high before was for emergencies only so he didn't think it needed to be reflected in the budget for an emergency so he cut it back to what they mostly just use for diesel fuel which would be about \$400 a year for the tractor and the generator when it does its regular runs and the backhoe once in a while.

Mr. King said in the Health Reimbursement Arrangement line he shows a budget of \$6,200 for this year and it shows spending \$3,300 this year and his next year's request is \$1,000.

Mrs. Heon said she thinks there are some things that got expended out of that line that should have been expended out of the Health line above it namely Steve Deinstadt's buy out for his health insurance and she thinks it just got coded to line -211 instead of line -210 and she needs to look at that a little more closely.

She said what she wanted to see in 2024 is that the Health Reimbursement Arrangement or HRA would be strictly for the reimbursement of deductibles so the reason there's \$1,000 in water and \$1,000 in wastewater is that is the most liability the Town would have because it's for Mr. Tiffany because he is the only one in the Water/Wastewater Dept. that is on the Town's health insurance and the rest of them are in the union. She said that is a true figure and depending on what Mr. Tiffany's health needs are next year they may not spend that but it's the most that they would spend. I'm going to speak more in depth on the HRA program later in the meeting she said.

Mr. King said the New Equipment line went from \$3,000 budgeted for this year to \$14,000 requested for next year.

Mr. Tiffany said that's to replace their 20 year old composite sampler that they use to take samples out of the effluent chamber. He said the cooler is gone in it and some of the programs are shot and they have to have to run samples by permit. He said it is an expensive sampler because it takes composite sample all throughout the 24 hour period.

Mr. King asked if it is analyzing the solids coming into the treatment plant or going out.

Mr. Tiffany said it is taking a sample so when they bring it to Eastern they test the sample for BOD, ammonia, nitrates, and nitrites.

Mr. King asked if that is as it is coming in or after it's treated.

Mr. Tiffany said after it's treated and they have a brand new influent sampler he got a couple of years ago. This is the original one we had before the upgrade so it's time he said.

Mr. King asked how they are doing the sampling now.

Mr. Tiffany said they're still using it but the refrigerator is gone so he figured they would use it for the cold months.

Mr. Staples asked if the refrigerator in it was something that could be fixed and charged.

Mr. Tiffany said he didn't think so and he would have to look at it. He said its 20 years old and they've had it for a long time and it's time.

Mr. Staples said if everything works except the coolant system coolants are easy to fix. He said 20 year old coolant is 134A so there is plenty of it available.

Mr. Tiffany said he made a mistake on the electricity and when he was looking at his budget he thought he over budgeted for it but it's actually under budget at \$107,000 and he wanted to keep it at \$111,000 because they have another 2 months that's for the sewer plant it's about \$9,000 each time and then they have Campbell Commons in this one too. He said Campbell Commons isn't in the other one he just kept the electricity-it's separated on his budget sheets so he knows how much it uses.

Mrs. Heon said it's almost \$10,000 a month for the sewer plant's bill.

Mr. Tiffany said he would like to bring that back up to \$111,000 if he could.

Mr. King said \$9,500 a month is \$114,000 so they need more than \$111,000 and if it's \$10,000 a month they need \$120,000.

Mr. Tiffany said it's roughly \$9,500 a month it will be close.

Mr. King asked if the electricity for Campbell Commons is going to come out of this line or out of that \$5,000 (in the Campbell Commons line).

Mr. Tiffany said it comes out of this line. He said it's separated in the line so he knows how much they use but he kept the electricity in this line.

Mr. King asked if they know how much that building uses.

Mr. Tiffany said yes and that bill was \$39 a month.

Mr. Vachon asked if next year that will go under the Campbell Commons Pump line.

Mr. Tiffany said he was going to keep it in this line but just separate it out on the budget sheets so his sheet could track how many kilowatt hours it uses each time. I don't mix them together and if I had my laptop I could tell you exactly how much they used at \$39 a month it's pretty steady over there. The electricity is going to stay under Electricity and just be separated out on the budget sheet but if you'd like I could swap it and put it on that line he said.

Mr. King said it should be on the Campbell Commons line so when somebody asks them how much that costs that line covers all of it.

Mrs. Heon said they can do that.

Mr. Vachon said he asked that question because that pump station needs to have its entire line for everything that is done to it and if it goes over it goes over. He said they only budget what they see that needs to be done up there and emergencies up there are going to cost probably more than that over a year.

Mr. King asked where they were going to bring the electricity line to and if it should be \$111,600.

Mrs. Morin said that's for this year as of Sept. and asked if \$111,600 is through Sept.

Mrs. Heon said she could clarify that before the end of the meeting and she believes she updated this sheet through Oct.

Mr. Tiffany said \$111,600 would be pretty close to it.

Mr. King said they have \$92,000 expended plus the \$9,500 per month for the 2 months remaining in the year would be \$111,000.

Mr. Tiffany said the additional \$600 would be for a buffer.

Mr. King suggested it should be \$115,000 which would be about 3% over. He said it would only take one delivery fee change and they would be over budget even if the rate doesn't change.

Mr. Vachon asked if that facility has all LED lights.

Mr. Tiffany said yes and that was the first thing he changed.

Mr. King said the Liability Insurance line shows a \$5,000 increase.

Mrs. Heon said those are true numbers and she would be going over that later.

Mr. Vachon asked Mrs. Heon if they can mimic the wording on these lines that are the same for example line 211 says Health Reimbursement Arrangement in the sewer budget and line 211 in water budget says HEALTH REIMB. He said she referenced HRA and that line doesn't have "Agreement". He added there is also a spelling mistake in the New "Equipment" line.

Mrs. Heon said she can change line names but she can't change the numbers. She said these sheets came right out of the system so whoever entered them in eons ago the spelling errors just continue and she would fix the spelling errors.

Mr. Vachon said another one is in the sewer budget it says Diesel Fuel and in the water budget it says Diesel. It's nitpicky but just so it all matches budget to budget so it makes sense he said.

Mrs. Heon noted that in this year's budget there is a line item for Transfer to Capital Reserve of \$25,000 and they could probably all agree they might not want to do that and Mr. Tiffany didn't

even budget that in for next year and that's something they could have a discussion about.

Mr. King asked if it got transferred this past year.

Mrs. Heon said no. She said this is coming out of their budget to go into the wastewater separate Capital Reserve account not to the Trustees.

Mr. King asked if that intended for depreciation.

Mrs. Heon said there are 2 the sewer has the Wastewater Capital Reserve and Wastewater Deprecation and there was no money transferred to either of them this past year. She said it was budgeted in 2023 but they did not do that.

Mr. Tiffany said the warrant article for depreciation was removed 3 years ago so there hasn't been anything put into that for 3 years and it's never been back since.

Mrs. Heon said the Capital Reserve is a separate account and she is not sure what the purpose of it is but it's similar to the water Capital Reserve they used this year for purchasing.

Mr. King said that is the original one the depreciation came after the wastewater treatment plant and the engineering firm recommended they do 100% depreciation and track that for 20 years and the board settled at 25% and hasn't even been doing that because it has to come not only through the users but it's matched by general taxation. He said the town agreed that \$25,000 was going to come out of the budget and then they were going raise and appropriate \$25,000 through taxation to match that depreciation so when there hasn't been money in your budget the Selectmen said we don't have any money so we're not going to match it with taxation because that's what was agreed upon so until it goes back to the community that's how that should roll. He then asked if they need to add \$8,000 to the bottom line.

Mrs. Heon said they will tweak the numbers and do a double check on them and make sure everything is good. She said they are still crunching numbers regarding the rates.

Mr. King asked if she had a chance to finalize the revenues.

Mrs. Heon said they are working on it.

Mr. King asked if they had a guesstimate on how high those could be on the wastewater for septage, connection fees and whatever revenues we take in that are not part of the direct sewer bill.

Mrs. Heon said by next week she could have something from what they collected through Oct. but she has no idea what could be coming in Nov. and Dec.

Mr. Tiffany said he worked on a bunch of different fees that could be voted on that they could start implementing that should have been implemented years ago. He said something that they could get a steady base with every year is a minimum user fee and he planned on bringing that to the board in a couple of weeks.

Mrs. Heon said they need some time to crunch some numbers because they were just presenting the board with a very simplistic formula that took the usage and the budget and came up with a rate but the rate structure really needs to include a base fee plus usage. She said she didn't think it should be tied just to usage.

Mr. King said he didn't disagree with that but they need to know what that proposal is and what the expected revenues are so they can look at balancing out all those numbers because when they go to the public hearing to set this rate this is going to be...

Mrs. Heon said that's why they want to do their homework and be able to answer those questions.

Mr. Tiffany asked Mr. King if he was on the board back when they took the fire hydrant fee away from the Water Dept. He said they used to charge an annual fire hydrant fee for maintenance of all the hydrants and treating the water that is in them. Most towns have it but for some reason we used to have but then they took it away from us he said.

Mr. King asked if former Public Works Director Dale Sprague proposed taking it away.

Mr. Tiffany said Mr. Sprague wanted to keep it.

Mr. King asked who they were charging.

Mr. Tiffany said they were charging the town.

Mr. Dickie said the whole tax base.

Mr. King asked how they could charge for the water used from the hydrants when there are no meters on them.

Mr. Tiffany said they can't put a meter on a hydrant in the middle of an emergency. He said the Highway Dept. has one that they put on theirs and the Fire Dept. is supposed to use one when they use the hydrant at the Sarah Greenfield Business Park so they can charge for that after a while but that's just 2 depts. that are using it.

He said as for maintaining the water his guys clear the hydrants and shovel them all and keep them open all winter. He said when they get hit by anybody the rate payers pay for them to get fixed.

Mr. Vachon said if they're involved in a motor vehicle accident they would be charging their insurance.

Mr. Tiffany said if you can get them but 90% of them are hit and runs.

Mr. Vachon said if they have a responsible party they need to be charged.

Mr. Tiffany said they may get 1 responsible party out of every 3 hits but usually he gets a call saying there's fire hydrant lying in the ditch and he's had about 5 of them. We charge them when they get caught he said.

Mr. King asked if a hydrant is knocked off if water would be running out of it.

Mr. Tiffany said no it shuts off down below and it doesn't happen like it shows in the movies. He said he has seen them weep out a little bit and you just close the valve in front of it.

Mr. King asked if he wanted to bring forward an argument to reinstate that.

Mr. Tiffany said he did because that would be another steady fee they could count on every year as a base to set rates.

Mr. King asked for the old fire hydrant rate per fire hydrant.

Mr. Tiffany said he didn't recall and he would have to dig through Mr. Sprague's old files. He

said he didn't know why they took it away and they would have to look at the minutes.

Mr. Staples asked if there are any fire hydrants where there are not actual rate users.

Mr. Tiffany said no.

Mr. Staples said so they are cleaning the hydrants as a service to the rate users. He said cleaning the fire hydrants is going to affect anybody that is not on Town water.

Mr. Vachon said it could depending on if there's a fire where there's a hydrant is to pump from.

Mr. Tiffany used the example of the fire that was up in the country that they kept filling up for at the Irving Station trucking back and forth all day long. He said the rate payers paid for water and they paid for it to get pumped and to get treated.

Mr. King said the rest of the town does pay for the maintenance of hydrants for fire protection.

Mr. Tiffany said the rate payers pay for getting rid of the old hydrants and putting new ones in and it's not a huge and he didn't think it would increase the taxes at all.

Mr. Vachon asked how many connections they have.

Mr. Tiffany said they have a little over 1,200 connections now.

Mr. Staples asked for the number of fire hydrants.

Mr. Tiffany said he thought there are about 300 fire hydrants and he could text the exact number to Mr. Vachon tomorrow.

Mr. King said if they charged \$100 a unit that's \$30,000.

Mr. Tiffany said Alton charges a \$10,000 total fee but he didn't know how many hydrants they have so he couldn't break that down per hydrant. He said the water turn-off and turn-on fees haven't gone up in years and he has a lot of things written down they can talk about.

Mr. King said if they know what the revenue streams are last year up-to-date this year then they can say this rate has changed and this will be the new revenue stream for connection or disconnection fees. He said we have a new fee for meter reads.

Mr. Tiffany said it's now \$60 for a final meter read and they do profiles which could be another fee. He said when people have leaky meters they want them to do a profile of the house to find out about when it's leaking and they can do that with the new meters. He said that's a service they've been doing for free for a while so he would like to start putting a charge on it.

Mr. King said he would have to estimate the labor cost to do that and the time it takes to do the profile so they can put a cost on it. He said they could give them some service because they're a user but they can't do it 10 times.

Mrs. Morin said they are adding to the electricity for Campbell Commons and asked if they are subtracting that from the electricity line.

Mr. King said they are going to increase the general Electricity line to \$115,000 but he's going to put whatever that electricity is from Campbell Commons in the Campbell Commons Pump line.

Mr. Vachon asked if he was going to cover that under the \$5,000 for the first year or if he is trying to bump that up to \$5,500.

Mr. Tiffany said he would bump it up to \$5,500 if the board is okay with that.

Mr. Vachon said he has \$5,000 for regular maintenance and then it's going to be about \$500 for electricity and this is a learning curve because they don't really know what it is going to cost up there for maintenance.

Mrs. Heon said sometimes they have costs that they have to allocate to the water and sewer budgets and they don't have an exact way to allocate it. She said for example the auditor gives them one cost and she looked at what was done in past years and used the same formula but she doesn't know how they came up with that formula so that may get tweaked over the next few weeks if she gets better information. She said she would contact the auditors and ask them for an estimate of time so she can better allocate their fee to the water and sewer budgets. She said for the property and liability insurance they have a lump sum payment and they have to allocate some portion of that to the water and sewer and she didn't know what formula was used in the past so she will contact Primex tomorrow and ask if it's based on the value of the property so that wastewater's portion would be more which it is and that would make sense. She said she didn't know how Primex comes up with our fee so until she has that number they just allocated a portion to wastewater, a portion to water and the rest to the Town.

Mr. King asked for the total bill for the Town.

Mrs. Heon said they would be going over that later. She said if she gets better information to where she feels the numbers they allocated to water and sewer are wrong these might change a little bit over the next couple of weeks because they'd like to be as accurate as possible especially considering they are looking at changing the rates so they want these budgets to be as tight as possible to what the actual cost of running the water and wastewater depts. is.

Mr. King said the Water Dept. is one-tenth of the Wastewater Dept. and if the Wastewater Dept. is worth \$15 million that means the Water Dept. and all its equipment is only worth \$1.5 million and asked Mr. Tiffany if that makes sense. He said it seems the Water Dept. would be more than 1/10th the value of the wastewater treatment plant.

Mr. Tiffany said no.

Mrs. Heon said that's why she doesn't feel comfortable with these numbers. She said she used the same formula that was used in the past but she didn't know who created that formula or what it means so she wanted to do more research because she wants these numbers to be accurate. I don't want to put more burden on the wastewater plant than we should she said. She said some of the other ones are easier to allocate because they might be based on salary and you can get an accurate number.

Mr. King said if they are using a depreciated value that would skew the numbers but he didn't think they should use that because they may be depreciating the value of the water dept. equipment which based on its age the value is less but if there is an issue you can't replace it for the depreciated value there's new cost.

Mrs. Heon said when something is broken or a car is totaled they only give us the current value they don't give us the replacement value.

Mr. King said if they are depreciating on a schedule but if that schedule isn't realistic they are making it worse on themselves. He said they want to pay less insurance but if they depreciate it faster than what the actual value is.

Mrs. Heon said that is another thing they need to look at there are values of our properties that Primex uses to come with that and she didn't know where they got those values to begin with.

Mr. King asked if they would use the values from our assessments.

Mrs. Heon said she didn't know and they may be the costs. It's something that deserves a closer look not only for how they're allocating the costs but for are we insured appropriately she said.

Water Dept. - Mr. Vachon asked about the new Utility Billing line.

Mr. Tiffany said that is for software.

Mrs. Heon said this will also be discussed when they go over the administration budget but in prior budgets all of the software that was used for all depts. was lumped into one line in the admin budget and it just wasn't very transparent and what they want to do this year is make sure that every dept. had the cost of their software that they have to use. She said for example the Town Clerk/Tax Collector's office has collection software and Town Clerk software, the Assessing Dept. has assessing software, she has finance software and the Water Dept. has utility billing software. She said it's a new line in the Water/Sewer Depts. because that expense should be charged to their depts. but it's not a new expense.

Mr. Tiffany asked if this would be split with the Sewer Dept. because he didn't see that line in the sewer budget.

Mr. Staples said it's in there and the line has \$885 in it (requested for 2024).

Mr. Tiffany said their health insurance took a big jump because one of their employees went on the family plan.

Mrs. Heon said in addition to a rate increase.

Mr. King said the Workers' Comp last year he budgeted \$4,300, he spent \$4,300 and the year before he spent \$4,000, it says the actual was \$6,900 and his new budget is \$2,600.

Mrs. Heon said they get a bill from Primex and it is listed on the bill how much is for each dept. She said they have a formula based on the previous year's payroll and they are 2 years behind in claims.

Mr. King asked if they break it down to per employee or just the dept.

Mrs. Heon said they break it down just to the dept.

Mr. King asked how do they know they are right if they don't break it down to the employees and they say its \$2,600 and they get an audit and there are 2 people there instead of one and it's off 150%. He said the modifiers don't go down very fast but they go up very fast if you have an incident and its unlikely they are going to reclassify somebody so that's why he questioned that. If they say there are 3 employees and you agree with that then you can say they've got everybody factored in there.

Mrs. Heon said she would have to call them and ask for more information and then showed Mr.

King the breakdown they received.

Mr. King said if you go to the sewer it was \$3,300 and one year the expense was zero, the next year it was \$2,900 and \$2,900 expended to date because they pay that bill all at once. He said now they're saying it's going to be \$3,200 which is what they have on their sheet.

He said if you look at the payroll amount they have \$140,000 of waterworks payroll.

Mrs. Heon said that was actual expense for last year.

Mr. King said so they are basing our new cost on last year's actual expenditure.

Mrs. Morin said Mrs. Heon said she thought they were 2 years behind.

Mrs. Heon said she thought they were but they have 2023 or maybe 2022 is the same she was not sure. She said she didn't come up with those numbers she took them right off that sheet.

Mr. King said in past years they didn't have it figured right or they had a much higher payroll in that dept. This year we're actually down although we haven't finished the year yet.

Mr. Tiffany said the other line that went up a lot was the Pump & Pump House Repair that they went over last time and that was because they got a quote to get it cleaned.

Mr. King asked what was on that list under the New Equipment line.

Mr. Tiffany said that was for the new chemical feed pumps and they went up quite a bit on those. He said that's to budget for a new caustic pump and a chlorine pump. He said he didn't have any in stock now he has kits to repair them and something electrical happened on one of them and he can't fix the electrical part and he should have some spares on the shelf.

Mr. King said this also shows a big increase in meter maintenance going from spending \$1,400 in 2022 to spending \$546 so far in 2023 (to requesting \$3,494 for 2024).

Mr. Tiffany said that's for a box case and the meters are \$213 each.

Mr. King said so this is for additional spare meters.

Mr. Tiffany said he is running low on the brand new meters so he needs to get a case of them and that's what that is. He said he has 10 new meters and their end points in stock.

Mr. Vachon asked if the Hydrant Maintenance line is the one he was talking about for repairing and painting hydrants if they get knocked over.

Mr. Tiffany said yes.

Mr. Vachon said he only spent \$2,600 and \$2,200 of the \$6,000 budgeted the last 2 years.

Mr. King asked if that was a realistic number and if they ever spent \$6,000.

Mr. Tiffany said this is the one they were going to break apart but he forgot to this year because they buy hydrants out of that line too and there is one new hydrant budgeted for in this line.

Mr. King asked for the price for a hydrant.

Mr. Tiffany said a hydrant is about \$2,400.

Mrs. Morin asked if he budgets for one hydrant a year.

Mr. Tiffany said he typically budgets for 2 but he only budgeted for 1 this year because he thinks they are going to change some of them when they do the line.

Mrs. Morin asked if the \$2,650 that he typically spent included the hydrants.

Mr. Tiffany said yes plus those went up a lot like everything else. He said they will put all new hydrants when they replace the main line and they will have one in stock.

Mr. King said hopefully they will salvage the usable ones.

Mr. Tiffany said they could do that.

Mr. King said they should collect them all and the ones they don't use they could sell.

Mr. Staples said he still has money left in the New Equipment line for this year and asked if there is something he could buy with that this year and take off of next year's budget. You're talking about needing a motor and stuff so put it in there he said.

Mr. King said he was talking about one line item and the budget is over expended \$441,000 so you have 1 line item that's not over spent but then the red is \$400,000.

Mr. Tiffany said the reason why he didn't was because he has another pump ordered for well #6 that they haven't received yet because it's on back order and that will be billed to this year.

Mr. Staples asked if they will have it before the end of the year or if he needs to put that money in next year's budget.

Mr. Tiffany said hopefully but it's back ordered.

Mrs. Morin said they could encumber it this year. She asked if they replaced that piece of equipment that was for the sludge- the Power Flex something.

Mr. Tiffany said not yet.

Mr. Vachon asked how high the water is for the sewage.

Mr. Tiffany said he decanted out of it the other day but he stopped taking in septage so it's not that bad but they'll have to keep decanting it for a while.

Mr. Vachon said they said if they ordered it by Tues. they would have it installed on Thurs.

Mr. Tiffany said the order was in but there was a mishap that they could talk about if they want. He said they ordered it. It came in and they were told that the reason why the original one blew was that it was undersize by 2 horsepower and it was getting old. He said they wired up the new one and it ran beautifully, they shut it down and he walked into the other room and it was full of smoke from the drive and that they fried it. He said we don't have to pay for it and they ordered another one.

Mr. King asked if it was improperly installed.

Mr. Tiffany said they think that it is because something is wrong in the electrical motor which cost about \$9,000 or \$10,000. He said he called Ewing Electric and they are coming down to "meg" the motor to see if there's anything wrong with it and if not he must have made a mistake. He said he didn't know why they didn't check that and meg the motor before they installed this.

Mr. King said they should have put an amp meter on it when it is under load to see what each leg is drawing. He said if it running too many amps on 1 leg there's a problem with the motor. He asked if the drive that he put in is the one that blew up.

Mr. Tiffany said yes and the other one should be here tomorrow.

Mr. King said the electrician should be present when they put the new drive in because if there is something wrong with the motor it could need a repair. He said he would get the contact information for the people that repair this size motor and sent it Mr. Tiffany. He then asked how old that motor is.

Mr. Tiffany said it's the same age as the plant so its 13 years old but it looks and sounds good even when it was spinning.

Mr. King said it could be drawing more current before it gets ready to melt down and it could be a sign of increased load or a bearing could be going out that's not making noise yet which would increase the load on the motor. He asked how many hours it runs a year.

Mr. Tiffany said he could take a picture of the hour meter on it and show him.

Mr. King said if it's a sealed bearing the grease in it is only going to last so long before it gives out because it wasn't designed to be serviced and he was curious to see the number of hours on it.

Executive Administration Budget- Mr. Dickie said they are adding and splitting out the Admin Maintenance Agreement line because there are a lot of things imbedded in that and it appears to have been used as a catch-all. He said they were adding IT Services and Town Email/Software (Adobe and Google) lines.

Mrs. Heon said the Admin Maintenance Agreements line historically was used for a lot of things that didn't really make sense like the HRA fees that were in that line that should be in the HRA line and all of the money they paid to Tech Soup2Nuts was in that line. She said the line's name doesn't lend itself to what it was being used for and if it didn't have a line that made sense to somebody it got dumped in there.

She said they teased everything out of that line this year and they want to make some new lines so the Town Email is all of their Google e-mail and the IT Services is what they pay for their IT tech provider. She said they are going to use the Admin Maintenance Agreement line just for the copier and postage machines' leases. Previously those were being expensed to Lease Purchases which is incorrect because lease purchases are supposed to be for the big equipment that you're leasing that you're going to own. The copier and postage machine are on-going leases and we're never going to own those machines she said.

She said they are trying very hard to be transparent and have the names of lines reflect exactly what they are so they may see some different lines in other budgets that they haven't seen before particularly for software. She said the software used by the various depts. was dumped into that line and it wasn't really a reflection of the true cost to run each dept. It's going to be a little hard to compare in some lines what was spent last year and now they're only spending this. It's just everything we're spending in that line is being dispersed across different depts. and different lines she said.

Mr. King said they budgeted \$21,700 for the Selectmen's Secretary and they have the same request (for 2024) but last year was budgeted at \$39,000 and they spent \$28,000.

Mr. Dickie said this is \$21,000 because half of her salary is in welfare and half is in this line.

Mr. King said the change in personnel explains it and that he was right.

Mr. Staples asked about the administrator in the Administrative line that seems to have disappeared (\$2,000 budgeted in 2022; \$2,500 budgeted for 2023 and \$1 requested for 2024).

Mrs. Heon said that line was used to cover the front desk when the Selectmen's Secretary was out for an extended period of time and they hired Deb Kennedy to come in and they haven't used that line for a long time. The full name of that line is Administrative Support and we'll leave \$1 in there because you never know she said.

Mr. Vachon said the total 2024 requested Executive Admin budget (\$245,381) is down approx. \$6,500 from the 2023 budgeted amount (\$251,815) but that will be made up in other budgets.

Financial Administration Budget- Mr. King said under Legal Expenses the 2024 requested amount is \$90,000 for legal services and asked what our flat rate is for legal services.

Mr. Dickie said it was \$78,000 for the current year.

Mr. King said so we are running over that (2023 actual-\$86,999).

Mr. Dickie said that includes all of the issues they've had in town-one they were in court with.

Mr. King said some of that comes back in reimbursement for court fees.

Mr. Staples asked what would be over that and if Code Enforcement comes in under the flat rate.

Mr. Dickie said the flat rate only covers regular Town type issues and once you start getting into Code Enforcement it's outside the flat rate.

Mr. King said they are out of the flat rate by \$9,000 so far this year and they had a couple of days in court and they may not have gotten the bill for that so that line for this year is going to be over \$90,000. He said they were in court for 2 days just last week.

Mr. Dickie said that depends on if we win if we will get reimbursed for that or not.

Mr. King said they did have some reimbursement from earlier in the year so there's some there.

Mrs. Morin asked if \$90,000 would be enough.

Mr. King said typically the board has budgeted what they feel they need to and sometimes it's over and sometimes it's not. He said they could see what reimbursements have come in and they may be over \$10,000 total.

Mr. King said they are budgeting \$13,000 they spent \$8,500 for Payroll Outsourcing and last year they spent about \$11,000.

Mrs. Heon said she could look at that and probably drop it down.

Mr. King asked if it was based on the number of employees or the dollars in payroll.

Mrs. Heon said she wasn't sure what their formulation is and it's about \$200 a week to process our payroll but we have a \$60,000 payroll a week and she would say it's worth it.

Mr. King asked for the number of Town employees.

Mrs. Heon said if you count all the per diem Firefighters there are about 70 or 75 employees.

Mr. King said \$200 divided by 75 a week is \$2.50 a person.

Mrs. Heon said they do all the payroll taxes and the check writing so it's well worth it.

Mr. King said she spoke about the Town HRA and she is budgeting \$15,000 and asked if when she puts the costs correctly under there if it would be \$15,000.

Mrs. Heon said it's hard to judge what this is going to be because there are 23 on our health insurance and if they have a family plan we would cover a \$3,000 deductible for them, 2 person-\$2,000 and a single person \$1,000. She said our whole liability is much more than \$15,000 you can just never judge from year to year how many people might take advantage of this.

Mr. Dickie said the reason they went from \$10,000 to \$15,000 last year is because the full Police Dept. moved from 100% coverage down to the same plan that we're all utilizing now.

Mrs. Heon said sometimes people wait until the end of the year to submit that so she expects that number to increase as that \$7,000 is through Sept. so it will probably get closer to \$10,000. But I feel comfortable with \$15,000 again for 2024 she said.

Mr. Vachon said he was looking at the Town HRA line and asked if usually when you have line items that the last 3 digits should be the same across the board for all depts. whereas that one is 210 but the rest of the depts. are 211 for that line.

Mrs. Heon said she didn't know that.

Mr. Vachon said Mr. Tiffany's HRA line is 211 and 210 is Health Insurance and in the Executive budget 211 is for Dental and 210 is Health Insurance and he thought those numbers were supposed to be the same across the board.

Mrs. Heon said she thought they tried for them to be the same but there's probably a range and she can look into that. She said they wouldn't want to change the numbers because then you lose your history.

Mr. Vachon said if they are going to lose a bunch of information it is what it is but having certain lines the same throughout the budget was what he was familiar with and it's easier to look for something if it has the same number throughout the budget.

Mrs. Heon said it may have been that HRA was a new line that just was added a few years ago but she agreed they could have chosen a better number.

She said 2024 is our 5 year revaluation that is mandated by law and the \$87,996 in the Revaluation Expense line is about \$4,000 higher than the quote they got 5 years ago from Avitar. She said we have been putting money into a Capital Reserve account for many years and we will be short about \$4,000 so she thought it best to for the sake of transparency to put the entire cost of the revaluation in this line. She said we will have offsetting revenue of almost the entire expense as a withdrawal from a Capital Reserve account so it's not as terrible as it looks. I think it's important for you and the general public to know that that's how much it costs. We've been saving the money for 4 years so the full impact of that is not going to be borne by the taxpayers she said.

Mr. King asked what line they have been saving it under.

Mrs. Heon said it's in a Capital Reserve account and it's actually come from the fund balance not from the budget.

Mr. King said they put it forth as a warrant article.

Mrs. Heon said that's correct and then suggested that in 2024 we don't fund the Capital Reserve, do the revaluation and then get a new contract going forward for the next 5 years and at that point they'll know how much money in 2025 going forward we'll need to set aside each year for the next one.

Mrs. Morin asked if we need to put an additional \$4,000 in the CRF this year to cover it.

Mrs. Heon said we don't have to put it in the CRF it will just come out of this line so we're only taxing \$4,000 or \$5,000.

Mr. King said they have to raise and appropriate the difference.

Mr. Vachon asked if this total budget is going to be raised and appropriated by taxation so we would raise and appropriate \$87,996 to then pull \$83,000 out of a CRF to pay for that.

Mrs. Heon said she will ask the NH DRA what the appropriate thing is and her thought was to show it as revenue.

Mr. Dickie said they did that with the School Resource Officer where they put it in the Police Dept. budget but they had revenue coming in so it wasn't an impact to the taxpayers.

Mrs. Titus asked if this evaluation was for the whole town or a part of the town.

Mrs. Heon said they are going to do the whole town. She said several years ago we used to have a continuing measure and list which was really just for data collection purposes and we stopped doing that because the benefits of that really do not outweigh the cost as its very expensive so all we do now is the town-wide revaluation.

She said they will not visit every property in town they will only visit sale properties so it's really a statistical revaluation where they analyze the sales and use that information to bring all the properties in town to a true market value based on the current market. I'll be bringing somebody in later probably in Jan. to talk a little bit more about it she said.

She said they want to get information out to the public as much as possible so they understand that just because their assessment is probably going to rise significantly it doesn't necessarily mean that their taxes will go up. The tax rate will be a little lower to offset it but we will be looking at more than likely a doubling of all assessments in town she said.

Mr. King said the last number she gave them was 62% so that wouldn't cause it to double but it would almost double.

Mrs. Heon said there will be another one this year and that one will probably be 50%.

Mr. King asked when that is due in.

Mrs. Heon said usually there would be working on it now because they analyze sales through Sept.30 so sales through Sept. 2023 are what's used to come up with our equalization but it's been trending down every year and she expects it to go lower than 62%.

Mr. King said with what's happening in the housing market it may not go down as much as she

thinks it will. He then asked for the current tax rate.

Mrs. Heon said it's \$24.18.

Mr. King said if your house is worth \$100,000 and it goes to \$200,000 and everything stays equal your tax bill is likely to stay similar to what it is.

Mrs. Heon said it's a very scary thing to get a letter in the summer that says this is your new assessed value and you don't have a new tax rate so people will be panicked.

Mr. King said if the raise and appropriate number of the Town's budget stays the same and the valuation goes double the tax rate would be cut in half. He said not everybody will see that some people will be less some people will be more and commercial or residential assessments may not go up as high depending on what they see for sales. In certain segments they may not have enough data to make a correct assessment like for industrial property because we haven't had many sales of industrial property because we don't have that many he said.

He said he thinks mobile homes will see their valuation more than double because based on the demand for housing their value has gone up significantly.

Old Fire Station Update- Mr. Dickie said he sent copies of an e-mail to the board stating they didn't find any tanks underground at the old fire station. He said they found pipes, metal, frayed wires, parts of cars but nothing pertaining to gas or oil tanks so now they are monitoring the water out of the test wells.

Mr. King asked if they found some contaminated soils in the areas where they were digging.

Mr. Dickie said no not from what he told him.

Mr. Vachon read that there was a faint odor at times of petroleum in 2 of the test pits.

Mr. Dickie said he was told there was no soil sent to be tested. He said he talked to Tim on the phone and asked him where do they go from here and he said they would go on to the water monitoring.

Mr. King said based upon the current investigation under the Level 2 assessment they found no tanks or potentially contaminated soils that needed testing. He said noting the odor they may find some soils that need testing.

Mr. Dickie said he told him that he's thinking some of the test wells will show (firefighting) foam in the water but they will have to wait and see.

Mr. King said at one time the foam was recommended/required/not a problem to becoming that's a problem. He said as a municipality they conformed to all the rules and regulations at the time now to be told that stuff is bad for your water and the groundwater.

Mr. Dickie said they are waiting for that to come back and see what we have with the results of the test wells.

Mr. Vachon read they are still awaiting the groundwater sampling results and they will provide an update when the data is available.

Mr. King asked if they do come up with these chemicals the results in his opinion is that they will be there will be no action and some required monitoring if at all.

Mr. Vachon said hopefully it comes back clean or something they can mitigate easily.

Recycling Building Quote- Mr. Dickie said he sent the board copies of an e-mail he got from Jeff Greenhalgh and explained that the 2nd quote they received for \$338,000 included the electrical, plumbing, bathroom, heating and the original quote of \$252,000 didn't include any of that and that was all going to be supplied by the Town.

Mr. King said the other thing he didn't just say was additional fill of area to provide snow removal which sounded like that may have added \$20,000 or \$30,000 to that price based on the additional land they wanted to fill based plus the subcontractor work. He said he asked Mr. Greenhalgh and he said the additional area they wanted to fill is a substantial amount of fill and it added \$20,000 to the subcontractor's bid to do that.

He said when they originally planned to do this the Town naively said they would get a metal building and get somebody to put it up for \$20,000, \$30,000 or \$40,000 and as the plan has evolved to do this as right as possible and they got the full price by qualified contractors now this price is what it's going to cost. He said for a 30' x 80' building which is 2,400 sq. ft. with what we have for site work that's probably a true reflection of the cost. He asked if cost for the subcontractors for the plumbing and heating is broken out in the quote.

Mrs. Morin said no it just says installed.

Mr. Dickie said he said just wrote down what it included and he didn't break it down by price.

Mr. King asked Mr. Dickie to ask Mr. Greenhalgh for that price breakdown. He noted that the plan has changed to now they are adding plumbing, heating and they are going out to the street for water to make it work as well as possible and this is the bill.

Mrs. Morin asked what the original warrant article was for.

Mr. King said it was to raise an additional \$100,000.

Mr. Dickie said they took \$100,000 out of the undesignated fund balance and they had \$30,000 in the ARPA funds but they included another \$70,000 with that \$30,000 to bring it to \$200,000 to get the building started as soon as we can and complete what the \$200,000 would cover and if they go with this they would have to raise and appropriate another \$138,000.

Mr. King said the taxpayers said this is what they wanted and they didn't have the true cost and they put what they could to it. He said the main thing is it needs to be as efficient as possible and no matter what this building costs labor will be the big expense and operating this and how efficiently this building operates. He said they had to do different things to keep the labor down because if it's inefficient they'll just be throwing labor at it that we're never going to get back.

Mr. Staples said all of the good transfer stations that recycle like that are gravity fed like this will be set up.

Mr. Dickie said it will keep labor away if they don't have to shovel it into these bins.

Mr. King said there has been a lot of planning and they need to move forward. He said this quote reflects Goodell Construction doing the building at only \$20,000 more than a purchased building, erected, with a warranty and done correctly. He said Goodell did the addition on the

Highway Dept. garage and he has used them several times and they are a quality contractor that stands behind their work and they have an excellent reputation. He said he was concerned about just buying something by low bid in this arena of metal buildings and having problems putting it up. I'm glad to see this has migrated to a competent local contractor he said.

Motion: (King, second Staples) to continue to proceed based upon the estimate of \$330,000;

Discussion: Mrs. Morin asked if they will have made the additional monies in a warrant article. Mr. King said they will have to fund what they need with an additional warrant article before the town. He said hopefully they have a sufficient enough budget to get to that point and if they don't they will have to address that when they get to that point. He said they may have to do something closer to Town Meeting to keep this project going or it has to wait until Town Meeting.

Mr. Dickie asked if they wanted Mr. Greenhalgh to put the shovel in the dirt and proceed or if they wanted something coming back to them.

Mr. Vachon said the plan is to get him going and they will try to figure out where the rest of the money is coming from.

Mr. King said if they can get the structure up and have some subs working on it through the winter that will help the schedule because when the spring breaks a lot of the subs may already be booked and they can proceed and start as soon as he is available.

Mr. Staples asked if the new design has the majority of the slope dumping it out back so the snow is not dumping like they talked about.

Mr. Dickie said it's a long sloping roof so nothing is coming into the front it's all going out back. He said the reason they have to haul fill in is because he wants enough room out back so they can get equipment out there to move the snow so it's not pressing against the metal building.

Vote: the motion passed 5-0.

Auctioneer Contract- Mr. Dickie said he sent the proposed contract to Att. Keriann Roman for review and she and Auctioneer Rick Sager worked it out and they fully agreed with what they put forth so he put the contract before the board for review and hopefully pass it so he can contact the auctioneer and get him to look at the properties and equipment to be auctioned.

Mr. King said for real estate there will be a buyer's premium of 10% and for surplus properties (equipment) the buyer's premium would be 15% so there is no cost to the Town it would be based upon a successful bidder.

Mr. Dickie said that's correct.

Motion: (King, second Titus) to enter into a contract with NH Tax Deed & Property Auctions based upon the proposed contract passed 5-0.

Mr. King asked Mr. Dickie to meet with the auctioneer and look at everything we have and come back with his proposals on how to structure it for the board to approve because they may want things to move faster or slower.

Mr. Staples said they are already booked through Dec.

Mr. King said they have notice requirements so they wouldn't be having anything going for auction tomorrow.

Non-Emergency Fire Dept. Inspections- Mrs. Morin asked if they have received the draft policy for the inspections.

Mr. Vachon said there was nothing that he saw.

Mr. King asked Mr. Dickie if he had any discussions with the Fire Chief regarding that policy.

Mr. Dickie said Chief Reinert is drafting it and hopes to have it before the board next week.

Mr. King asked to have it included in next week's meeting packet so they can review it over the weekend.

Bunker Street- Mrs. Morin said Mr. Dickie was going to contact NH DES about the culvert repair on Bunker St. to give them a little push back on that.

Mr. Dickie said he called them, left a message and he is waiting for them to get back to him. He said he will call them again tomorrow.

Range Road- Mr. Staples said they were looking into trying to get the landowners on Range Rd. to pay for that culvert.

Mr. Dickie said he talked to Att. Roman and learned that if it's going to affect Meaderboro Rd. if they don't replace it then the Town is obligated to replace it but it doesn't mean the Town will be maintaining Range Rd. He said it means the Town controls the water coming down along the sides of Meaderboro Rd. if they didn't replace the culvert would it then undercut Meaderboro Rd. and cause damage to that road. He said if the answer is yes then the Town is responsible to replace it. He said that's what he got from NH Municipal Assoc. legal counsel and from Att. Roman.

Mrs. Titus said heavy equipment goes over that road over that culvert and asked if they can post that road in the spring.

Mr. Staples said that's agricultural he can do what he wants. He said they could post it but he is a landowner so he can put his equipment on that road we can't stop him.

Mr. Dickie said we don't maintain it so we won't be posting it.

Mrs. Titus asked if it gets broken again...

Mr. Dickie said we will have to replace it because it's our responsibility because it's controlling the water coming along the side of Meaderboro Rd. and if they don't replace it, it could cause damage to Meaderboro Rd. so to prevent that we would have to replace the culvert.

Mr. King said he brought up that question in the original discussion with Mr. Brannan and his opinion was a little bit different and Mr. Dickie could go over it with him once they have that discussion. He said he brought up that those culverts are in the Town's right-of-way assuming it's a 50 ft. r-o-w so they are under their control not only for Meaderboro Rd. but also onto a Class VI road.

Mr. Dickie said Att. Roman said she would want to draft a letter and they would send it to the residents stating that even though they are replacing the culvert it doesn't mean the Town is

maintaining Range Road all it means is they are taking care of the culvert. The rest of it is going to be the residents' responsibility to take care of he said.

Mrs. Morin asked if Att. Roman was going draft that letter.

Mr. Dickie nodded yes and said as soon as they have that conversation.

Mr. King said before they start there needs to be another conversation here because based on what Mr. Brannan referred to as the condition out there and now it's determined it's our liability and asked what additional work they need to do get enough cover on the those culverts so they don't get pushed up in the future and then they're fixing them again.

He said the other legal option would be to rip out the culvert and say you guys are on your own but he didn't think anybody here would want to do that. He asked Mr. Brannan if they would have to hammer some ledge to get the culverts in deep enough.

Mr. Brannan said hopefully not and they may end up going with a metal culvert to get away with less cover and the question is if they go with galvanized or poly-coated and poly-coated lasts a lot longer.

Mrs. Morin asked if the culvert has to go back in the same spot.

Mr. Vachon said they would have to re-route the ditch.

Mr. Staples asked if they paved a lip over them to protect them if it would matter on the cover.

Mr. Vachon said not really a paved road is only 8" of cover.

Mr. King asked if that section is paved.

Mr. Brannan said Meaderboro Rd. is paved but where these culverts are its all gravel. He said he didn't think it would be any benefit if anything that's probably going to draw more heat into it in the winter which would probably cause more thawing and freezing. He said the thawing/freezing action is what pushes the culverts up to begin with.

9). New Business:

Insurance Rates- Mrs. Heon said the board is aware from their previous discussion with the water and sewer budgets that the Town's insurance rates have gone up so this is an informational session so they know exactly what went up and began with their Primex rates. She said the property and liability last year was at \$245,604 and this year at \$282,199.

Mr. Vachon said that's an approx. \$37,000 increase.

Mrs. Heon said that's a 14.9% increase.

Mr. King said they assessed it on a certain evaluation and asked if they have reviewed that evaluation within the past 3 years to agree that the list is correct.

Mrs. Heon said the list is correct because they have to update the list every year and whether or not they agree with the values is a conversation they could have with Primex and ask them where these numbers came from in the beginning and what should they be.

Mr. King asked if they gave us a breakdown.

Mrs. Heon said the breakdown is not on this document but it is on the website and she could give them the prices for each property.

Mr. King asked her to print that out and put it in next week's meeting packet.

Mrs. Heon said Workers' Comp for fiscal year 2023 was \$116,589 and 2024 is \$131,512.

Mr. King asked if their experience modifier changed over the last year.

Mrs. Heon said the loss ratio adjustment factor is down 9.7% but the payroll was up 7.5% and the Workers' Comp was up 12.8%. She asked if the board wanted her to ask them for more information on how they come up with (those numbers).

Mr. King said when he has done it for his business he looked the individual codes they have people in to make sure they're appropriate and that's usually the first place to look because depending on how they're classified if they're classified to a higher class than they should be that's where you have your most over payment. He said if they could review the employee classifications to see if they are properly classified that's going to be the best bang for the buck because they can't change the rate but they can argue the classifications and sub-classifications for Workers' Comp.

Mrs. Heon said the letter that they sent gives a little more detail and it says the increase in rates is primarily due to recent legislation that provides extended coverage for Firefighters' cancer claims and an increase in the cost of Workers' Comp re-insurance for municipal and special district members that have Firefighters. I will definitely get more clarification she said.

She said unemployment compensation went down a little bit so last year was \$3,876 and this year is \$3,552.

Mr. King said that was probably based on having less claims than in prior years.

Mrs. Heon said the wages increased, the loss ratio was zero and our rate went from .38% to .34%. She said that's our Primex insurance rate and she will get more clarification on the liability and the Workers' Comp.

She said the Town has 2 health insurance plans-the Teamsters' Union is covered by Allegiant and their rates went up 4% and they also went up 4% last year. She said the Town's portion that 88% for a single plan in this insurance is \$891.44; for a member and child it's \$1,454; for a member and spouse it's \$1,912 and for a family plan its \$2,377 per month.

Mr. King said the Town's portion for a family plan for union workers is \$28,500 a year divided by 2,080 which is a full work year not counting vacations and days off is \$13.71 an hour. He said if factor in the actual hours worked with 12 paid holidays and 2 weeks vacation that's 22 days which is almost 200 hours divided by 1880 is \$15.15 an hour for estimated hours worked.

He asked for the plan for the non-union Town employees.

Mrs. Heon said those rates have increased by 15.6% so annually for a single plan the Town's cost is \$10,270; for a 2 person it's \$20,539 and for a family it's \$27,277.

Mrs. Morin asked if they have the opportunity to go to the market and see what other plans we could get.

Mrs. Heon said not at this juncture. She said we are in the middle of open enrollment and she is going to be sending things out so they wouldn't have time to do it now and for 2024. She said if

they wanted to see what other plans were available they could do that next year but they would have to get started early. She said you have to weigh out the costs and benefits of doing something like this and they've been with Health Trust forever and people are very comfortable with it. Once you start changing people's health insurance maybe they can't keep their doctor there's a lot that would go into it she said.

Mrs. Titus said companies change all the time and they've just done this where she works. She said 15% is a lot.

Mr. King said that's double what the market usually is and usually it's 7% or 8% on the health care that he has seen historically and 4% is a very good number.

Mrs. Heon said at 4% between the family plan for Allegiant and the family plan for Health Trust it's only a difference of \$700. She said she would have to do some research and she also knows that sometimes we get money back from Health Trust and she didn't know if that would be the case with another private company. It might be structured differently she said.

Mr. Titus said if they can get a cheaper rate it might be cheaper in the long run. She asked how much money they get back from them and if it was like \$20 or \$30.

Mr. King said he has been told that there aren't many businesses that will work with municipalities for insurance but they owe it to themselves to take an educated look and not hurry it because if you compare our plan to the usual plan for a business you'll find a lot of differences. He said you'll see much higher deductibles in the private sector than we have, they have low rates but there's more cost to the employees, there are less options and issues for care.

Mrs. Heon said one thing they could start to look at is we were always offering just a no deductible plan and a \$1,000 deductible and not many people were on the \$1,000 deductible plan. She said she worked hard last year especially since the Town is funding the deductible but it gets people nervous and they liked what they had but she worked hard and got everybody on the \$1,000 deductible.

Mr. King asked if she has been able to analyze how much we're saving with everybody being on there and covering that \$1,000 deductible.

Mrs. Heon said she crunched those numbers last year and it was significant but she didn't have that for them here. She said for example the no deductible plan for a family plan is \$3257.33 a month that's the full cost. You'd have to multiply that by 88% to find the Town's cost she said.

Mr. King said we're paying the \$1,000 deductible and while doing that we're saving approx. \$5,000 a year. He said if they were to go to a \$2,000 deductible and cover that they could potentially drop that.

Mrs. Heon said she didn't think they should only be offering one plan anyway but she doesn't want to offer the no deductible plan any more and she wants it off the table period.

Mr. King said if they have proven success with the \$1,000 deductible plan it's within the Town's purview to go to \$2,000 there's no option the Town is covering it or consider going to \$2,000 or

\$3,000. He asked for the cost benefit analysis if they do that and if they can do that with the firm we already have.

Mrs. Heon said she believes they can but she would have to look into it. She said for 2024 she would like to take the no deductible off the table, leave the \$1,000 deductible and do some education over the next year and then when they do roll out insurance next year she wants to have a \$1,000 and a \$3,000 deductible plan. She said wants people to understand that that's a savings for them and they need to get more in line with what the private sector is offering.

Mr. King said he thinks that's the minimum approach and he would like to move faster but that's a board decision. He said we are supplying the insurance, we're not asking them to pay more we're just saying the deductible that we're covering is shifting to a higher amount with the same system.

Mrs. Heon said she would have to see what Health Trust offers and they might not have a \$2,000 deductible but they might jump right to \$3,000. She said if they want that to happen for 2024 because they're in open enrollment now she has to move pretty quickly so she needs to know their feeling on that.

Motion: (King, second Morin) to have Kelly research and do a cost benefit analysis on changing our plan deductible from \$1,000 to the next increment;

Discussion: Mrs. Titus asked Mrs. Heon how much time she would need to get that to them.

Mrs. Heon said if her son wasn't getting married in 2 weeks she could turn this around pretty quickly but she is not working very much next week. I will do the best I can she said.

Mrs. Titus said she would also like to see if there were any other companies they could go to that were cheaper.

Mrs. Heon said she can't do that for 2024.

Mr. King said this is the only thing they can do this year and it's a big shift.

Mrs. Heon clarified that his motion would be to move to a higher deductible but cover the deductible.

Mr. King nodded yes and said it's the same system they have now and if they offer \$2,000 or \$3,000 they could go to that but he didn't want to go to \$5,000 because that may be too much potential liability for both sides. He said they have to try to manage the costs and they have cost sharing already 88/12 and 88 is a big portion so they have to be diligent because that's taxpayer money and that's a huge portion of our budget.

Mr. Vachon asked if they were just asking her to do a cost benefit analysis not to change anything.

Mr. King said that's right and it will come back before the board in public session. He said they were asking her to do a cost benefit analysis on healthcare costs at a higher deductible rate in the \$2,000 to \$3,000 range that's available through Health Trust.

Vote: the motion passed 5-0.

Mrs. Heon said considering what they have asked her to do with Health Trust she can't have

them accept the group dynamic which is the HRA contract yet because they might be changing it and that will have to come up later.

Mr. Vachon asked if they had time for that to come up later.

Mrs. Heon said Mr. Dickie would be authorized to sign it so it wouldn't come back to the board.

Mr. King asked if they paid a fee based on dollars.

Mrs. Heon said she didn't think the fee was based on dollars it's just a \$500 flat fee and she will ask that question. She said there is also a per month administrative charge of \$4 per employee so it ends up being about \$2,000 for them to administer the plan.

Mr. King suggested that she ask them about that if they change this.

Reevaluation Agreement- Mrs. Heon said they touched on this when they went over the finance budget and it has increased slightly so she will leave the agreement with Mr. Dickie for next week. She said she didn't know if the full board needs to sign it or just the Chair so she will get clarification on that. She reiterated that the revaluation contract for 2024 is \$87,996.

Mr. King asked if they would have any reason, based upon working with them, performance or otherwise to not go with them (Avitar).

Mrs. Heon said no and she wouldn't want to start over with a new company.

Mr. King asked if there have been any issues as far as performance or timeliness that the Selectmen need to address.

Mr. Heon said no.

Mr. Vachon he couldn't recall anything that has come up with them in 3.5 years. He asked if they need a motion to accept the contract.

Mrs. Heon said they probably will need a motion to accept the contract but they could wait until next week if they prefer or they could make the motion now.

Motion: (King, second Titus) to approve the reevaluation contract with Avitar for \$87,996 passed 5-0.

Town Office Hours- Mr. Staples asked what was "up" with the Town Office hours.

Mr. Dickie said he held off on this for a year to get some experience with it and typically what ends up happening is on a Friday is he or Building Inspector or both of them won't be here and once when he was out with the Police Chief the Welfare Director called him and said she needed support here quickly because she had a client that was getting pretty animated so they "bee lined" here. He said it's to the point now where they almost have to have a Police officer readily available when these people come in for welfare assistance.

He said what's happening is as they chase them from spot to spot getting them out of their tents where they were living they are now coming in here looking for places to live. He said it's to the point now where it becomes a safety issue and he would like to operate under the same hours as the Town Clerk/Tax Collector's office where on Fridays they would be shutting down at 12:30 p.m. and minimize the concerns they have on a Friday afternoon when hardly anybody is here.

Mrs. Heon said she has worked here since 2014 and she has felt somewhat threatened at times by angry taxpayers. She said there are some times particularly on Friday afternoon when they find themselves alone or just 1 or 2 people here and one person might be back in building permits office and one person is in the finance office and they can't hear what is going on. She said she also feels the same way for the ladies on Thursday nights where there are 2 people in the Tax Collector's office and it is getting dark earlier at night so thinks there is a safety issue for them as well. She said she wouldn't be surprised if someday there were attempted robberies of that office. We just feel as an office that we would like to be all together at the same time. We'd like to see the door unlocked at 8:30 a.m. and locked at 5 p.m. and locked at 7 p.m. on Thursday and locked at 12:30 p.m. on Friday she said.

She said it seems to make the most sense for all of them to have the same hours and to have the most people in the building at the same time as possible.

Mrs. Morin said the only reason she would be opposed to it is most people take long weekends and they usually take Fridays off to get business done.

Mrs. Heon said being the person that has worked here the longest she would say 90% of the people that come here on a Friday afternoon want to register their car.

Mr. King asked why they wouldn't change the Tax Collector's hours to make them the same time every day.

Mrs. Heon said because they don't have authority over the Tax Collector's office.

Mr. King said he disagreed because those employees are Town employees not the Tax Collector's employees.

Mr. Dickie said they try to stay out late to give the working people a chance to go there one evening.

Mr. King said he is a long time resident here and people try to take Friday afternoons to get down here and register their cars. He said people are trying to register their cars and the Tax office is closed and now they have a proposal before them to limit the municipal hours also and asked where they would make up the extra hours.

Mrs. Heon said that when she says they are closing at 12:30 p.m. she is not saying she is leaving then she's saying they are just not going to let residents come in. I will still be working more than likely she said.

Mr. King said but they're not open for business. He said what is probably going to happen is they are going to close at 12:30 p.m. and if they're not open for business people that don't need to be here won't be here they'll be somewhere else. He said they're saying they're going to lock the door but their work days are not going to change.

Mrs. Heon said they still have to get their work done.

Mr. King said part of their work is serving the taxpayers and right now they're cutting the hours open for Town business by half a day and we're not extending the hours anywhere else.

Mr. Dickie said they would be staying open until 7 p.m. on Thursdays for Town business also.

Mrs. Heon said she proposing that the whole building would be open until 7 p.m.

Mr. Staples asked how this would affect someone like the Building Inspector who is not going to be out doing inspections at 6:30 p.m.

Mrs. Heon said he has a lot more to do than just inspections and he may not schedule inspections then but he will be here in the building and he could answer questions or help someone with a permit and doing what he does around his inspections and getting some work done.

Mrs. Morin said if safety and security is an issue that's something different they need to address besides the hours. She said just because there's more people here it doesn't mean people aren't going to be nefarious.

Mrs. Heon said if there are more people and you hear something going on there are more people that could go check or could make a phone call to the Police.

Mr. King said he would like to see a written proposal with everybody that's affected because they are changing people's hours and now they would be asking some employees to work Thursdays until 7 p.m. and if that is okay with them.

Mrs. Heon said the doors are open from 8 a.m. to 5 p.m. and that's a 9 hour day. She said nobody takes a lunch because they can't because there is not enough coverage in the building and there is too much work that has to get done. She said she has been here now for 12.5 hours and she might eat a cracker at her desk while she is trying to get work done. We could really use some hours without people ringing the bell because we just don't have enough coverage she said.

Mr. King asked when those hours would be. He said he was now confused and asked if some people are going to work full days on Fri. and some people are going to work late Thurs. night.

Mrs. Heon said she is a salaried employee so she is going to work when she needs to work to get her work done as is Mr. Dickie which is probably more than 40 hours a week.

Mr. King said everybody including the board has an expectation of when people are working and asked if they are proposing to work late on Thurs. night and short on Friday or standard hours on Thurs. and Friday but no business or not open to the public after 12:30 p.m.

Mrs. Morin said that's 2 different proposals.

Mrs. Heon asked if they were thinking that if they closed at 12:30 p.m. everyone is walking out the door at 12:30 p.m.

Mrs. Morin said if they are working late on Thurs. that would make sense.

Mr. Vachon said especially the hourly employees.

Mrs. Heon said the hourly employees would still have a schedule of whatever their hours are.

Mr. King asked if they have people who are hourly but not full time who are scheduled for Friday afternoon.

Mrs. Heon nodded yes and said there is 1 person.

Mr. King said so we have those hours that they may or may not be working or they may be

working Thursdays or they may be timed other ways.

Mrs. Heon said there are still things that can be done on Friday afternoons even if there is no public and there would still be work to be done.

Mr. King said if Planning/Codes Secretary works 24 hours a week and she still has Friday hours and it's going to be with the doors shut we just lost 4 hours of her time to deal with the public because the public won't be seeing her and that public interface will be happening either on Thurs. night or some other time which has now been limited during the week. I would like to see a written proposal about who is working what and what they are proposing because in the past I have been opposed he said.

Mrs. Heon asked if he was opposed because of not having the time for customers.

Mr. King said that's the biggest portion of it. He said the taxpayers are paying for it and if we say I'm at work but I don't have time for you because we're shutting the door at 12:30 p.m. the taxpayers are paying for that time for whoever is in the building so if we're going to limit those open hours or not you're limiting the hours the taxpayers can come down to do their business. That's why I want to see how they are making up for this he said.

Mrs. Heon said part of their issue with Fri. afternoon is the Town Clerk/Tax Collector's office is not open and they end up having more angry taxpayers than anything else so they don't think it makes sense for 2 depts. to have different hours and that they should have the same so they wanted to mimic their hours for the public but that doesn't mean everybody is going to hightail it out of here necessarily on Fri. afternoon. We're probably going to stay and get some stuff done she said.

She said they weren't here to try to make the Town Clerk/Tax Collector's hours change, they're saying this is what we see. She said they (TC/TC) are not asking for their hours to be changed and she wouldn't want that to be the result of this because that was not their intention.

Mrs. Morin said she would like to see her be able to close her door for lunch because that is unacceptable that they are not taking lunches.

Mrs. Titus suggested they take 12 noon to 1 p.m. where everyone is having lunch and then re-open the doors.

Mrs. Heon asked if she was saying to close the door to the public everyday from 12 to 1 p.m.

Mrs. Titus said some companies do that.

Mr. King said he didn't like that either.

Mr. Dickie said some residents use their lunch hours to come in to register or whatever.

Mrs. Titus said they could do 2-2:30 p.m. or something like that.

Mr. King said he wanted to see a written proposal on all the people affected and where those hours are going to be shifted and the hours available to the public are going to be shifted or no longer available because we're talking about potentially cutting the hours open to the public by 10% or half a day.

Mr. Staples asked if the threatening customers usually come from welfare.

Mrs. Heon said not necessarily.

Mr. Vachon asked how long it has been Thursdays are a late night until 7 p.m. and then said it's been that way for as long as he could remember. He added you don't register your car every 10 years it's every year.

Mrs. Titus said she has been in here and it's 1 or 2 people on a Friday and she has seen angry people come in here so she understood that but there are other people that need to come in to do business so it's a 50/50. She said they need a proposal and she wanted to see how the other employees feel about this and maybe there is another way to do this.

Mrs. Heon said they are trying very hard to work with a limited staff and she doesn't think that she should be customer facing at all period but she is because she has to be when the need arises. She said they have 2 part time people so their hours shifted and all it takes is for one person to be out sick or take a vacation day and they have a big mess on their hands particularly on a Friday afternoon.

She said another answer would be hiring more staff but they don't want to do that because of the costs for that. We're just trying to make a reasonable compromise vs. the need for more staffing to cover because we're covering 9 hours a day 45 hours a week. It would give us a little relief if we could cut the hours that we're open to the public with the staff that we currently have available to meet those needs she said.

Mrs. Titus asked if the rest of the staff is constantly meeting with people for 9 hours.

Mr. Dickie said the Bldg. Insp. /CEO runs around like a chicken with its head cut off. He then listed some of rest of the staff and noted how busy they are and how well they are doing. He said the Selectmen's Secretary/Welfare Director used to spend 60% of her time at the front desk and now it's 60% behind closed doors in the Welfare Office and the times have changed.

Mr. King asked if that is a short need based on the inclement weather.

Mrs. Heon said she didn't think so and she thinks it's a new trend.

Mr. King said he wouldn't take that without any historical data and asked if they need to add some more assistance in the short term. He said if everybody doesn't have time to take their lunch and if there is a severe increase to the number of people coming in for welfare and they have to add some part time help to deal with that he would consider that.

He said they have all these issues and they want them to consider and improve something but there's just discussion. He said if they are going to change the hours of how this operates and justify it to the taxpayer they need to have a written proposal that makes sense that they agree with.

Mr. Staples asked if it is a security thing if Friday afternoon could be by appointment only so they have an idea who is coming into the building.

Mr. Dickie said they couldn't do that by statute with welfare.

Mrs. Heon said when the building is open they are open for welfare.

Mrs. Morin asked even if they're not open for welfare if there is a need doesn't she have to

come in.

Mr. Staples asked how that would work on Friday while they're here but they're closed to the public.

Mrs. Heon said if they're not open they're not open to the public. She said she didn't know the law regarding when they're closed but if they're open they need to see welfare clients. If someone walks in at 3:50 p.m. on a Friday with an emergency we need to take care of them she said.

Mrs. Morin said that would be the same thing at 6:50 p.m. they'd have to take care of them.

Mrs. Heon said there are a lot of towns where their municipal offices are not open on Fridays.

Mr. Staples asked if they were closed completely or they're closed and they're in there working.

Mrs. Heon said she was working on Sunday so sometimes you can get a lot of work done when you're closed to the public.

Mrs. Titus asked if they thought about putting out a survey to the public to see what they think about it.

Mr. King said they just need a more in-depth proposal for the board to consider in their packets at the end of the day on Friday. This is not a minor decision and it has come up before and hasn't changed. This question has been asked 4 or 5 times in 11 years and it hasn't changed so if we're going to change it we're going to have to have a good reason and be convinced he said. He asked if they were open for business for the TC/TC's office if they're liable to take care of welfare at 7 p.m. on Thurs. right now.

Mrs. Heon said she didn't know the answer to that question.

Mr. King said they don't deal with that because the person is not here but if we are going to do that the thing about a safety concern if somebody is coming in irate on welfare at 7 p.m. at night vs. Friday afternoon at 3 p.m. he didn't think it would be better. I think there's potential being later in the day when people's tolerance is lower and could be escalated easier. That's what I'd like to see and continue the discussion next week he said.

Consensus of the board was they would like to see a written proposal.

Mrs. Titus asked Mrs. Heon if there was a certain circumstance and that is why they are bringing this to the board.

Mrs. Heon said no it's they just do not ever have enough coverage here on Fridays and it gets very difficult. She said Mr. Dickie and Mr. LeMere have stuff to do and there is only 1 part time person who works on Fridays and sometimes it's just her and the Selectmen's Secretary here.

Mr. King asked if they should be scheduling other part time people also on Fridays to make more bodies in the building.

Mrs. Heon said then they would have to lose them on other days. She said when she started working here we had a full time Assessing Clerk, Planning Director, Building Inspector and they have really condensed and asked people to wear more hats but we can't make more of us so very often on Friday afternoons particularly we don't have enough people here. That's why we

have looked at this and the staff feels the answer is locking the door at the same time as the TC/TC's office and those part time people who have worked their hours can go home and the rest of us that need to get some stuff done with nobody in the building would stay and get their work done and it would give a litter better quality of work life for us she said.

Mr. Vachon said they will wait for a proposal.

Emery & Garrett Next Steps- Mr. Dickie said the board received copies of Emery & Garrett's next steps for the well in their e-mail. He said they held off on some of the original contract because they had to spend the money to buy the land for protecting Well #6 so they will see some of that stuff on this contract as partially completed.

He said Underwood Engineers did the same thing because he contacted them and told them that the pool of money he was authorized to pay them with has been expended to purchase the land so they pushed out some of those duties. He said now that the ARPA funds are in place and we have the \$1.44 million and the loan has been approved with the Gov. now it's starting to come in with these contracts.

Mrs. Morin asked if this was just a FYI or he needed a motion.

Mr. Dickie said he needed a motion to approve and authorize him or Mr. Vachon to sign it.

Mrs. Morin asked if they are not already under contract with them since they partially...

Mr. Dickie said they are under contract with them to do certain portions of it and some of those were partially completed and they will see lines in the contract where it says partially complete.

Mr. King said if they approve this contract for \$396,500 they are going to some billings for the partially completed work and asked how they were going to pay for that. He asked if they would be able to submit it to the grant directly or if it's going against the loan they secured.

Mr. Dickie said when the bills come they have to submit them to the state and get reimbursed for what we paid out.

Mr. King said the funding to pay this has been approved and we'll get reimbursed reasonably quickly.

Mr. Dickie said yes.

Mrs. Morin asked if it's a 100% reimbursement.

Mr. King said no because we have some cost sharing through the loan so whatever we won't be reimbursed will be a draw against that loan. He asked if we are paying interest only payments on the loan until it's closed or making no payments.

Mr. Dickie said they won't be into the loan until after next year. He said the have to expend the \$1.44 million and then they have to expend the \$2.5 million going in with it.

Mr. King asked for their cost sharing for the \$1.44 million.

Mr. Dickie said none that's the ARPA funds that were free and clear.

Mr. King asked if all this money in this contract will be reimbursed by the state.

Mr. Dickie said yes.

Mr. Vachon asked if they've finalized where they're planning on putting this well.

Mr. Dickie said they are drilling in 2 places as part of this contract and they want to drill up by Well #5 and down by Well #6 for 2 reasons-to decide where they want to put it which is preferably up there as they have stated in the past and to identify a second of water.

Motion: (Morin, second Titus) that we move forward with Emery & Garrett Groundwater Investigations for \$396,500 to be reimbursed through the grant passed 5-0.

Motion: (Morin, second King) to authorize Ken Dickie to sign the agreement passed 5-0.

DOT Drug Testing for Highway Dept. - Mr. Brannan said this was initiated because they are not enrolled in the FMCSA clearinghouse or any kind of drug testing consortium for their CDL drivers and it's federally mandated so they have no choice. He said the FMCSA clearinghouse part of that is in order for them to do any CDL training they have to be in that as well. He said they met with a company rep last week and she gave them a very detailed run down of what it consists of and put together some numbers on what she thought it would cost but she didn't do an actual proposal. He said if they went with the FMCSA and a town-wide drug testing program for all employees it would have 3 parts and they estimate it's in the \$2,000 to \$3,000 range to initiate everything and they will manage it for us. He said we don't have enough people here to take care of that and it's not a huge cost.

Mr. Brannan said for the FMCSA and drug testing they are looking at \$240 for the drug testing facility.

Mr. Vachon read that the consortium for 6-10 drivers is \$240 for the initial setup and \$175 for the annual renewal.

Mr. Brannan said that would cover everybody in the Highway Dept. and a couple extras. He said for the drug testing they will come to their site to do it and if you do the math it's cheaper because if they have to send somebody that means 2 people have to go-the person being tested and another person to monitor.

Mr. King asked what happens if they have an accident and somebody is required to get tested how that would be done. They're not going to come on-site in the middle of the night he said.

Mr. Vachon said yes they will and he is very familiar with this company and they will come in the middle of the night.

Mr. Dickie said they are on-call 24 hours a day.

Mr. King asked how they have been dealing with it in the past. He said they were using a place in Somersworth but that has closed.

Mr. Brannan said it was Seacoast Ready Care and when they closed it all went to the wayside at that point.

Mr. Vachon said they closed about 2 years ago. He said with the numbers we have it's showing him 1 person tested quarterly because we only have 6 CDL drivers.

Mr. Brannan said right now if you had 6 you'd have to do 50% over the course of a year. He said they can do it one of two ways, they can do it as a standalone program which would be you pick from a pool of the Town employees which is much easier to budget for because you know

exactly how many are going or you could join a large pool and nobody could get picked for years or everybody in theory could get picked 4 times a year. If your name gets picked in the first quarter your name goes back in the hat for the second, third and fourth quarter he said. He said if you do the standalone program you're going to have 50% over the course of the year picked and it could be the same person every quarter but you're only going to do 50%.

Mr. Staples asked if they pick the person to be tested not us.

Mr. Brannan said they (the company) pick them.

Mr. Vachon said they would get an e-mail that says this person has to go before the state.

Mr. King said it could it's this person and we're coming down to your site to test them.

Mr. Staples asked if that person or the supervisor schedules the testing.

Mr. Vachon said it could be Mr. Brannan but it should go to Mr. Dickie first and he would forward it to him. He said there is a spot in this e-mail that says if you are on this list you have 24 hours to have this completed.

Mr. Brannan said actually if you are on the list you have 3 months.

Mr. Vachon said not if he is the one on the list he has 24 hours and normally Mr. Dickie would schedule that and then come down and grab him, ask him if he has hid ID on him and say come with me.

Mr. King asked if he was saying if we were in our own pool and we had 20 people 50% of them are going to get tested every year.

Mr. Brannan said 10 of them would get tested a year. He said if you had 21 people then 11 would get tested because you can't test half a person.

Mr. King asked if this is for people driving Town vehicles...

Mr. Brannan said what they are proposing right now is just the ones that have CDL's and he would suggest everybody in his dept. whether they're CDL or not.

Mr. Dickie said he didn't know if they want to go Town wide or not but they have people in the Fire Dept., the Police Dept. and the Transfer Station that handle hazardous type work.

Mr. King said with the heavy equipment that's not over the road he was thinking the Highway, Water, Sewer, Police, Fire and Transfer Station depts.

Mr. Brannan said they are looking at 2 different policies and they don't necessarily have to go to NH DOT standards for everybody.

Mr. King asked if they have the ability to say this is the required 50% testing in a pool and in these other areas that don't have DOT we want 25% testing.

Mr. Brannan said they could set their own parameters.

Mr. Dickie said she would come in and work with them on their policies.

Mr. Brannan said there would be one policy for CDL drivers and DOT regulations and one policy for any other employee that's mostly safety sensitive.

Mr. King asked if this would meet all requirements for accidents involving the Police and Fire Dept. and if this would be used for testing at the accident scene or it's going to be an addition.

Mr. Brannan said that would be on your second policy.

Mr. King asked if they would still be able to do the testing if there is an accident and provide the required testing for the investigation.

Mr. Dickie said yes.

Mr. Brannan said they could set their own protocols however they want outside of the CDL part of it and their suggestion was 2 separate policies to do that.

Mrs. Morin asked if it would be the same cost and if he would bring a different proposal to the board if they wanted to do two policies.

Mr. Brannan explained there is different pricing for the number of employees you have within that program.

Mr. King said it's somewhat of a partial requirement and they ought to do it complete and have different testing requirements for different levels and if they handle the in case of accident or injury testing that fills another need that we have.

Mr. Brannan said it is a 15 minute process for the employee (when they come to the site) as compared to going to Convenient MD where it probably takes 2 hours plus it costs \$25 more.

Mr. Staples asked what the "no THC panels" means.

Mr. Brannan said there are different levels of testing they can do and they are required to do the 5 panel test by DOT standards.

Mr. Staples said he believes the DOT still tests for THC.

Mr. King said there are also an 11 panel, a 12 panel and a 13 panel test but it doesn't give any specifics on what additional items they are testing for.

Mr. Brannan suggested that they just get the FMSCA portal and the drug testing consortium for the CDL done and he was sure the company rep would be happy to come back and speak again.

Mr. Dickie said he thinks that's the best thing to do.

Mr. Brannan said the \$2,000 to \$3,000 covers new drug and alcohol policies they'll rewrite the whole policy to something that's going to stand up for DOT standards. He said he feels these people have been down the road many times where they've had to deal with court cases on this and they're very involved in this.

Mr. Vachon asked if the \$2,000 to \$3,000 initial start up includes the original test for all employees to get them into the pool.

Mr. Brannan said that would be everything town wide. He said he asked her about that and she didn't seem to think that that was the case or maybe she didn't understand him when he asked the question because he thought the same thing.

Mr. Vachon said if you don't have your CDL when you acquire it you have to be tested to be entered into the pool.

Mr. Dickie said he assumes where we haven't got any records they are going to have to be tested. He said the first thing she talked about was their medical card and the first thing they are going to do is research their medical card to make sure it's up to date and if it's not up to

date then technically their CDL is not valid.

Mr. Vachon said that has nothing to do with us we are exempt. He said the med cards mean nothing in this dept. and it's a Town wide policy but municipal workers are exempt per the federal motor carrier safety act and they are not required to have med cards.

Mr. Dickie said the feds don't exempt it and they are bound by the Town policy.

Mr. Vachon said for the federal pool she does not need to worry about that it would be a Town policy and a Town issue.

Mrs. Morn asked if they need a motion to move forward with doing the policies.

Mr. Vachon asked if they had a written proposal or if because it's under \$5,000 they would let Mr. Dickie figure that out.

Mr. King said he didn't need a proposal or a motion because it's something they need to do and this seems to be the best avenue to get the highway garage online and then bring back what they need to do in consideration for the rest of the Town.

Mr. Vachon asked Mr. Brannan if he has had the reasonable suspicion training.

Mr. Brannan said he believes that is part of this too. He said he has not had it as a supervisor and that he doesn't need it for his own company because he has no other drivers.

Mr. Dickie said it is a requirement for supervisors so they know how to handle their employees and how to monitor and look for suspicion.

Richard's Way – Mrs. Titus asked if they have started any work on Richard's Way.

Mr. Brannan said no.

Mrs. Titus asked if they would be able to do it this year or next year.

Mr. Brannan said he didn't know.

Mrs. Titus said she was driving on the dirt roads this weekend and Meaderboro Rd. and Ten Rod Rd. were pretty nice, not great but it wasn't bad.

Mr. Brannan said they were going to try to get around to all of them one more time before they freeze. He said he was going to try to get somebody to do it but it will end up being over \$5,000.

He said an e-mail came through from a member of the cooperative where we get our salt where someone was questioning what kind of response other towns are getting when they put out Request for Proposals and at one point he thought maybe it was just this town that gets maybe one or 2 if you're lucky sometimes none but it's not just this town it's every town. He said a number of towns responded to that e-mail and they all said the same thing.

Mr. King said they need to be more responsive because you have to get to the front of the line.

Mr. Brannan said hopefully this winter he can find the time to get in touch with some of the people that do some of the work that we want done. It seems to be a trend and it's not just this town he said.

Investment Policy- Motion: (King, second Morin) to table this to next week passed 5-0.

PD Kudos- Mrs. Titus said she wanted to thank the Police Dept. for their presence at the schools

during the (mass shooting) crisis in Maine. They did a wonderful job she said.

Mr. Dickie said he was on the phone with the Chief at 6 a.m. to make sure they had a plan in place and he knew he would be alarmed with what he was thinking and he was and they talked and they both said the schools and the daycare upstairs are the top priority. He said some officers were on vacation or had time off and Chief Orlando made some calls and they came back in and they went to work. The whole dept. did a good job he said.

Mr. Dickie said he told Chief Orlando it wasn't so much about that particular guy that he was concerned with he was more concerned about copy cats.

Mr. Staples said there was a bunch of shootings all over the country this weekend.

Town Website- Mr. Vachon said when he was poking around on the Board of Selectmen's page on the Town website under News and Announcements it says the meeting is postponed and when you click on it it's the March 27, 2023 meeting which was postponed until April 23. He said he didn't know who runs the website or who is responsible for different sections but we may want to have them make sure everything is up to date.

Mrs. Morin said there are also some documents on the website that still have (former DPW Director) Gary Roger's name on them so they might need to take a look at those documents.


Mr. Vachon suggested they could pick a dept. a week and poke through it and update some other things as well.

10). Next Meeting: Monday, November 6, 2023

11). Adjournment:

Motion: (Morin, second Staples) to adjourn the meeting passed 5-0 at 9:21 p.m.

Kathleen Magoon
Recording Secretary


Gerry Vachon, Chairman


Charlie King, Vice Chairman

Ann Titus


Penny Morin

Douglas staples