

Budget Committee  
December 20, 2022  
Meeting Minutes

**Present:**

Chair Paul Regan, Vice Chair Rob Glassett, Charlie Therriault, Walter Waring, Janet Cavanagh, and Select Board Representative Carroll Brown, Jr (late).

**Absent:**

Sue Sodano

**Others Present:**

Christina Goodwin, Interim Deputy Town Administrator; Mark Bucklin, Highway/Transfer Station Superintendent; Jeff Chartier, Water/Sewer Superintendent (via Zoom); and Don Milbrand, Capital Improvement Program Committee Vice Chair.

**Call to Order:**

Mr. Regan called the meeting to order at 6:01pm.

**Highway Department #4311**

Motion to move the bottom line of #4311 in the amount of \$714,138 by Mr. Regan, second by Mr. Therriault. Mr. Bucklin noted there are no major changes to the budget. Line #390 Contracted Tree Removal has increased to remove dead and hazardous ash trees from the public's right away or those close to residential homes. Mr. Bucklin also noted there are more to remove at Bristol Hill Road and Kelley Park along with other locations. Mr. Bucklin noted the line painter was moved from line #392 Line Painting/Paint Machine Repair to line #810 New Equipment to purchase a new striper to replace their 25-year-old line striper machine. Mr. Bucklin also noted that lines #410 Electricity, #610 Materials/Supplies and #635 Gas/Diesel have increased to reflect product cost increases. Line #661 2014 Backhoe and many of the vehicle's lines increased to purchase new tires. Line #678 Bucket Truck increased for rear axle seal replacement along with increases to the maintenance lines. Mr. Glassett asked why line #830 Safety Equipment increased. Mr. Bucklin stated with new protocols, hard hats and other equipment required for job safety are no longer shared. Mr. Therriault asked if line #120 PT was budgeted for one person and if the number is budgeted correctly. Mr. Bucklin stated one person comes in during the wintertime to assist with snowplowing, buffering the extra workloads. Mr. Bucklin noticed the budget was not reflected correctly and will correct the budget line. Mr. Glassett asked about line #349 Contracting Landscaping. Mr. Bucklin stated that this is budgeted for the permanent hire of the part-time seasonal employee budgeted from the Kelley Park lines. Motion to amend line #349 to the amount of \$0 by Mr. Glassett, second by Mr. Regan. Mr. Waring requested the line be amended to \$1 to keep it open in case of future needs. Mr. Glassett amended his amendment on line #349 to \$1, seconded by Mr. Regan. Motion to amend line #349 to \$1 passed, 6-0-0. Mr. Glassett asked what line #350 Contracted Plowing Service was budgeted for. Mr. Bucklin stated this is to pay the contractor who plows the post office parking lot to also plow the municipal lot at the post office. Mr. Regan asked if #433 Radio Repairs and Batteries was a one-time purchase spread over time like the Fire Department or if it was a repeating cost. Mr. Bucklin stated it is a repeating cost for maintenance on the current radios. Mr. Therriault asked if line #570 Equipment Rentals was for if a piece of equipment breaks and is vital to a job, the department can rent the piece of equipment to complete the job. Mr. Bucklin answered yes, or if the job requires a unique component that

they do not have. Vote to approve the amended bottom line of #4311 in the amount of \$713,139 passed, 6-0-0.

#### **Highway Projects #4312**

Motion to move the bottom line of #4312 in the amount of \$360,000 by Mr. Therriault, second by Mr. Regan. Mr. Bucklin noted that line #360 Drainage Projects increased for replacement of storm drains and galvanized pipe that is failing. #390 Resurfacing Roads covers Smith River Road, Bristol Hill Road, and overlays on Mountain Hill and Profile Falls Road. Mr. Bucklin stated he has a list of roads to resurface over the next five years. The top of Hall Road will be paid out of funds received during COVID and encumbered for highway projects only. Vote to approve the bottom line of #4312 in the amount of \$360,000 passed, 6-0-0.

#### **Streets/Bridges #4319**

Motion to move the bottom line of #4319 in the amount of \$35,500 by Mr. Therriault, second by Mr. Glassett. Mr. Regan noted the budget appears to be level funded. Mr. Therriault reminded the committee of the LED light upgrades that will yield cost savings next year. Ms. Goodwin stated there is a five-year lease payment in place and the remaining funds for this year will be encumbered for future payments. Ms. Goodwin also noted they are participating in the dimming program through Eversource which will also yield additional cost savings. Mr. Bucklin stated the LED upgrades have already brought down the electricity costs from \$2,000 to \$400 roughly. Vote to approve the bottom line of #4319 in the amount of \$35,000 passed, 6-0-0.

#### **Solid Waste #4324**

Motion to move the bottom line of #4324 in the amount of \$379,453 by Mr. Therriault, second by Mr. Brown. Line #110 Lead Attendant is a new position that has not been filled yet. Mr. Bucklin stated the compactor was serviced a few weeks ago and found a brace supporting the rams has rusted and broke. It will need to be replaced in the next few years. Mr. Glassett asked if line #364 Freon Removal costs fluctuates. Mr. Bucklin stated yes, it is based on units received. Mr. Regan asked if the revenues outweigh the costs to the town, which should be minimal. Mr. Bucklin stated tires are charged at constant known rate and freon revenue varies. Five bales of aluminum cans have gone out since summer, averaging 600 pounds a bale at 35 to 45 cents a pound. Ms. Goodwin stated revenue as of the end of October came in at \$130,449. Mr. Bucklin noted a year ago, the department started cardboard recycling, and currently shipped three trailer loads. The first two loads were priced at \$145 a ton and the third at \$40 dollars a ton. Mr. Therriault inquired about the lead attendant's responsibilities. Mr. Bucklin stated the lead attendant's responsibilities would include scheduling, correspondence with Northeast and other vendors, attending meetings with the Co-op and would be household hazardous waste coordinator. The hours for this position would be for open hours of operation with an additional six hours of non-operational time to complete admin tasks. Mr. Glassett asked if the department still an agreement with the Town of Hebron and what revenue had come from that agreement. Ms. Goodwin will obtain that information for the committee. Mr. Regan confirmed with Mr. Bucklin that the department will have a lead attendant and two other attendants working when the transfer station is open. Mr. Bucklin and Ms. Goodwin stated that not all attendants work at the same time. Mr. Bucklin clarified that in addition of the three workers always at the transfer station there are times when additional labor is utilized, for example to run the brush. Mr. Brown asked if the number of attendants were decreasing. Mr. Bucklin and Ms. Goodwin commented that one or two attendant positions would be removed. Mr. Glassett asked Mr. Bucklin why the current attendants could not be promoted. Mr. Bucklin stated the current attendants have been recommended to apply for the position and have not

applied. Mr. Regan asked why line #550 Printing doubled in increase. Mr. Bucklin noted printing signage for recycling and cardboard has increased. Mr. Regan noted the budget given to the committee reflects zero spending on printing for 2022. Mr. Bucklin will investigate the booking error. Mr. Therriault noted that LINE #610 Materials and Supplies is overspent and could be where printing is being paid from. Line #810 New Equipment increased to replace a dumpster. Mr. Glassett asked the committee their opinion on moving line #110 Lead Attendant to a Warrant Article. Mr. Therriault believes that the position, which is a part-time non-benefited position, is needed at the administrative level. Mr. Regan stated if it were a full-time position, he would be more willing to recommend it become a Warrant Article. Mrs. Cavanagh also believes this position is important to the department and the administrative work that needs to be accomplished. Mr. Glassett asked Mr. Bucklin regarding a new dump truck. Mr. Bucklin noted a decision has not been made but the department is having complications with their current hauling company and scheduling. Vote to approve the bottom line of #4324 in the amount of \$379,453 passed, 6-0-0.

#### **Fire Betterment #4339**

Motion to move the bottom line of #4339 in the amount of \$10,000 by Mr. Glassett, second by Mr. Therriault. This budget is level funded. Vote to approve the bottom line of #4339 in the amount of \$10,000 passed, 6-0-0.

#### **Sewer Surplus Transfer #4324**

Motion to move the bottom line of #4324 Water Surplus Transfer in the amount of \$1 by Mr. Therriault, second by Mr. Regan. It was noted this is an accounting line. Vote to approve the bottom line of #4324 in the amount of \$1 passed, 6-0-0.

#### **Sewer Capital Projects #4325**

Motion to move the bottom line of #4325 Sewer Capital Projects in the amount of \$46,775 by Mr. Therriault, second by Mr. Glassett. Mr. Chartier noted there was no change to the budget but noted a small increase may occur for materials along with delays of items on backorder. Mr. Glassett asked about line #909 Fiber SCADA tie. Mr. Chartier stated the SCADA tie is their station monitoring system remotely and data acquisitions. Mr. Regan asked if Mr. Chartier would add line #906 Paving WWTF to follow up with budget #4326 Sewer Operations line # 361 Paving. Mr. Chartier noted the paving line in Sewer Operations is for paving over dug up in town whereas the paving line in this budget is for on-site paving. Vote to approve the bottom line of #4325 in the amount of \$46,775 passed, 6-0-0.

#### **Sewer Operations #4326**

Motion to move the bottom line of #4326 in the amount of \$498,575 by Mr. Therriault, second by Mr. Brown. Mr. Chartier stated that line #293 Safety Boots increased to purchase a sixth pair. #344 Internet increased based on current spending along with #370 Sludge Disposal, which two-thirds is to cover trucking costs. Line #391 Contracted Service increased for a new contract cost for billing software and meter readings. Lines #410 Electricity and #411 Fuel Costs have also increased. Mr. Therriault asked if any positions were still vacant. Mr. Chartier stated that an employee retired, another employee filled that position, leaving a part-time position still vacant. Mr. Regan asked if the solar array had produced any savings to date. Mr. Chartier stated that they had only agreed to buy power from another provider, paying for electricity on site instead of on the grid and savings were on distribution of electricity at this time. Ms. Goodwin noted that the town may receive revenue from metering. Mr. Regan asked about line #361

Paving and not spending this line for the past two years. Mr. Chartier will follow up with line details for the committee. Vote to approve the bottom line of #4326 in the amount of \$498,575 passed, 6-0-0.

**Sewer Principal L/T Debt #4711/ Sewer Interest L.T Debt #4721**

Motion to move the bottom lines of Sewer Debt Service #4711 Sewer Principal Debt and #4721 Sewer Interest Debt in the total amount of \$55,104 by Mr. Therriault, second by Mr. Regan. This is incurred debt. Vote to approve the bottom lines in total of #4711 & #4721 in the amount of \$55,104 passed, 6-0-0.

**Water Surplus Transfer #4324**

Motion to move the bottom line of #4324 Water Surplus Transfer in the amount of \$35,000 by Mr. Therriault, second by Mr. Glassett. Mr. Chartier noted this line does fluctuate each year. Vote to approve the bottom line of #4324 in the amount of \$35,000 passed, 6-0-0.

**Water Operations #4331**

Motion to move the bottom line #4331 in the amount of \$452,541 by Mr. Therriault, second by Mr. Glassett. Mr. Chartier noted line #117 Office Manager decreased to reflect the new hire's wages. Line #142 On Call Compensation was noted as a booking error and will be followed up on. Lines #344 Internet, #410 Electricity, and #430 Maintenance and Repairs have increased. Mr. Regan noted line #361 Paving should be investigated with the other paving lines along with line #395 Control Valve Service which is showing not spent as of date. Vote to approve the bottom line of #4331 in the amount of \$452,541 passed, 6-0-0.

**Water Capital Projects #4332**

Motion to move the bottom line of #4332 Water Capital Projects in the amount of \$36,775 by Mr. Glassett, second by Mr. Therriault. Mr. Chartier stated projects carried over from this year are epoxy-coating the floors and a new roof on the treatment plant. Mr. Regan asked if #910 Fiber and #911 Coating were a one-time expense or a continued request. Mr. Chartier stated funds were requested for this year, but the projects were not completed. Vote to approve the bottom line of #4332 in the amount of \$36,775 passed, 6-0-0.

**Water Principal L/T Debt #4711/ Water Interest L/T Debt #4721**

Motion to move the bottom line of Water Debt Service #4711 Water Principal L/T Debt and #4721 Water Interest L/T Debt in the amount of \$61,967 by Mr. Therriault, second by Mr. Brown. Vote to approve the bottom line of #4711 and #4721 in the amount of \$61,967 passed, 6-0-0.

**Old Business:**

**CIP Presentation**

Mr. Milbrand stated the Capital Improvement Program committee, CIP, is an advisory and subcommittee of the Planning Board. The Committee's purpose and goal is to plan out a ten-year span of capital needs and projects to keep the tax rate stable. The budget numbers come from the departments and the CIP committee's job is to space the projects and costs over time. Mr. Milbrand noted line #104 on the CIP spreadsheet, Capital Tax Rate has slightly fluctuated but is based on the current town evaluation. After the town meeting, the CIP updates the 2022 column of the worksheet to reflect the actual expenditures.

### **Beaches #4521**

Motion to move the bottom line of #4521 in the amount of \$29,093 by Mr. Regan, second by Mr. Glassett. Ms. Goodwin stated each member received a copy of the beach proposal put together by the beach supervisor at the start of the meeting. Ms. Goodwin received a communication during the meeting from the beach supervisor, stating beaches were staffed only on weekends from Memorial Day for three weeks. Mr. Glassett discussed opportunities such as offering day passes as done prior to COVID to generate more revenues or to increase the cost of current resident passes. Mr. Therriault noted in past years, revenues offset the costs of beaches, however in more recent years, the costs have outweighed the revenues. Mr. Regan put forth to the committee to decrease the budget unless more details regarding the budget were made available. Mr. Waring was against decreasing the beaches budget to ensure the beaches were properly maintained. Mr. Brown recommended the committee table the discussion until more information was available and questions were answered. Ms. Goodwin informed the committee they can make amendments to the budget however those amendments can be overturned by the Select Board or by residents at the Town Meeting. Cutting the budget could also affect funding for water testing and other beach related items. Vote to amend line #120 Beach Attendants to an amount of \$21,229 by Mr. Therriault, second by Mr. Regan. Motion to amend line #120 failed, 3-3-0. Mr. Therriault requested to receive feedback from the Select Board regarding this budget and details. Motion to table discussion on #4521 Beaches for next meeting by Mr. Therriault, second by Mr. Brown passed, 5-1-0.

### **Budget Discussions for Next Meeting**

Economic Development Committee #4651, Health Agencies #4415, Regional Associations #4197, and Beaches #4521

### **Minutes**

Motion to approve December 13<sup>th</sup>, 2022, minutes by Mr. Glassett, second by Mr. Brown. Motion passed, 5-0-1.

### **Correspondence:**

Mrs. Sodano emailed Mr. Regan stating she was sick and unable to attend tonight's meeting.

### **Member Comments**

None

### **Staff Comments**

Ms. Goodwin informed the committee of the following changes: Under Executive #4130 line #312, the description changed, and the title is now Projects; Tax Clerk #4140 line #291, the line title 'Voting' changed to 'Election Equipment Maintenance'; #4550 Library #230 Retirement was changed to \$13,983, still keeping the bottom line the same as well as changing line #411 'Heating/Oil' to 'Heating' as the library uses propane to heat. Ms. Goodwin also noted General Government questions will be answered at the next meeting. Ms. Goodwin informed the committee that the Solar Project will be a petition Warrant Article, but the Budget Committee does not vote on it. 25 registered voters need to sign the petition for it to become a Warrant Article.

### **Select Board Comments**

None

**Adjournment:**

Motion to adjourn the meeting at 8:41pm by Mrs. Cavangh, second by Mr. Therriault. Motion passed, 6-0-0.

**Next Meeting**

The committee scheduled an extra work session on January 10<sup>th</sup>, 2023, at 6pm in Town Office Meeting Room A to discuss the following 2023 Budget sections: Economic Development Committee #4651, Health Agencies #4415, Regional Associations #4197, Beaches #4521, and any other sections of for revisitation. Committee members were encouraged to correspond the revisit of any sections to Mr. Regan who will forward the requests to Ms. Wharton to add onto the agenda.

An extra work session is available on January 24<sup>th</sup> at 6pm in Town Office Meeting Room A for revisitation of any sections of the 2023 Proposed Budget if needed.

The next formal meeting is January 31, 2023, at 6pm in Town Office Meeting Room A to review and discuss the Warrant Article previews along with addition revisitation of any sections of the 2023 Proposed Budget.

Respectfully Submitted, Shannon Wharton