

HUDSON, NH BOARD OF SELECTMEN
Minutes of the October 22, 2018 Budget Review Meeting

1. CALL TO ORDER - by Chairman Coutu the budget review meeting of October 22, 2018 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Selectman McGrath.
3. ATTENDANCE

Board of Selectmen: Roger Coutu, Dave Morin, Marilyn McGrath, Angela Routsis, Normand Martin

Staff/Others: Steve Malizia, Town Administrator; Donna Graham, Executive Assistant; Kathy Carpentier, Finance Director; Jim Michaud, Chief Assessor; Police Chief Jason Lavoie; Police Captain Bill Avery; Police Captain Lucontoni; Recreation Director Dave Yates

4. BUDGET PRESENTATIONS

Chairman Coutu recognized Town Administrator Steve Malizia.

Steve Malizia indicated this is the third meeting that you've had for budget purposes. We met last Monday and Tuesday. This evening the highlights include Assessing, Police and Recreation. With that pretty brief, I think the Assessor is on tap first.

Assessing (5410 & Warrant Articles D)

Chairman Coutu told Mr. Michaud I reviewed your budget. I'm hoping that everyone else has. I noticed that on page 3 your bottom line is \$2,900 less than the previous year. You're \$2,900 below last year. Is there anything unusual in the budget we should be looking at?

Jim Michaud said there's nothing unusual. It's basically a repeat of our current fiscal year that we're in. The budget we're examining now will represent the second year out from the last re-evaluation. It's maintained what we have now and are keeping a ten year accuracy and our service to the residents and to the Board of Selectmen.

In FY18 your office used \$519 for lodging. You budgeted \$800 this year and \$800 next year. Are you going to need \$800? Mr. Michaud stated I am anticipating that there will be a conference in New York with the International Association of Assessing Officers. I haven't been using that much lodging, just lodging for the regional association conference. I put it in there as a possible. I don't know what future members of the department will be whether it's the same folks or different folks in terms of education for not just for myself but for other members as well. Chairman Coutu noted it's not a lot of money but you know me.

Your vehicle. Chairman Coutu indicated you received another vehicle in light of the police turning a vehicle over. Jim Michaud stated we're in the process of coordinating with the Police Department when they go to get their vehicles ordered and I think towards the end of the year that we're going to take two of the current Chevy Impalas, swap them out, and get a retired SUV police vehicle. We'd be going from two to one. Chairman Coutu questioned you're going to be going from two to one. Mr. Michaud said that was correct. Chairman Coutu asked is that going to satisfy your needs. Jim said it is because we are using outside contractors for the cyclical data collection program. Mike the Assessment Technician is using currently the Impala anticipating using the SUV. I do use my vehicle when I'm going up to Concord or what have you but I'm not currently using the town vehicle that much myself.

Chairman Coutu stated the \$5,000 that we have in this year's budget Mr. Malizia on that line item is that going to be...Steve Malizia indicated that's for the trade in for the vehicle this year. Chairman Coutu asked where does that money go. Kathy Carpentier indicated it offsets the police purchase because they lost the value of the trade in. Chairman Coutu said it's a transfer to offset. The \$2,000 that you have in the proposed budget is for maintenance and repairs of a vehicle that you get. Okay fair enough. Any other questions or comments?

Chairman Coutu noted you have Warrant Article D on the property revaluation capital reserve fund which

is a reserve fund that was established a few years ago. You want to speak to that?

Jim Michaud stated yes I would. Currently it has a cash balance of approximately \$161,000. That does not include the \$10,000 that the voters approved in March of this year. That would bring it up in the range of about \$171,000. The warrant article that just passed last year was for \$10,000. My proposal is for \$15,000 to the voters. 2022 is the next required re-evaluation the town has to go through. The Board of Selectmen circumstances, courts, there's a possibility re-evaluation before then but assuming all goes according to plan, the next one would be in 2022. We anticipate that will cost in the range of \$200,000. It's really hard to push out that far into 2022 but just looking at some current numbers what other communities are paying if we're going to fund as I said, we have \$161,000 now. We put another \$10,000 in. That's \$171,000. You add \$15,000 to that. We should be in good shape for 2022.

Mr. Michaud also understand the next re-evaluation in 2027. This isn't just the capital reserve for the 2022 revals. for any future revals. The idea is that you don't leave that account at zero when 2022 happens. If you put in \$10,000 or \$15,000 a year, you're going to increase the likelihood that you'll have some funding available in that even after the next re-evaluation. That way you don't have to have that much money in the warrant articles for each year. You just keep putting some away each year. That was the thought process.

Chairman Coutu stated you anticipate the cost to be approximately \$200,000. Mr. Michaud agreed. Chairman Coutu asked if there were any questions or comments relative to the warrant article. If not, I'll entertain a motion.

Motion by Selectman McGrath, seconded by Selectman Routsis, to forward Warrant Article D, Funding for Property Revaluation Capital Reserve Fund, carried 5-0.

Police (5610-5673 & Warrant Article F)

Chairman Coutu recognized Chief Jason Lavoie.

Good evening and thank you for having us. Chief Lavoie stated once again we were taxed with coming in at a zero percent - level funded taking into consideration some of the things that are outside of our ability. We did very well in meeting the demands of the Selectmen. We are here to go through the budget and see if there are any questions that you may have. We do have the two warrant articles that Mr. Chairman was referring to I'll have Captain and/or Captain Lucontoni each to either one of those should you have any question.

Chairman Coutu commented on your budget itself, your increase is only \$2,000. Steve Malizia indicated it's essentially the labor.

Police Facility (5615), page 11

Chief Lavoie noted in line 252, we did have some contractual increases for the air conditioning units, the generator, etc. that are beyond our control. In order to service those things, the outside companies made some minor adjustments there. Chairman Coutu asked if they've increased the costs. Chief Lavoie said they did. Between the six different vendors, there's almost a \$1,300 increase.

On line item 206 - electricity, Chairman Coutu asked did we ascertain that the costs of providing the electricity has gone up significantly. Mr. Malizia stated it appears to be the distribution piece. The supply piece we have a contract. The distribution piece I do not. Chairman Coutu told the Chief that's an area that if in the future we look at expansion of the building, we look at what we can do for cost savings on electrical supply, what we're using, and look to see if we can facilitate cost savings in that area. Bigger building, bigger the costs. We might want to look at possibly if we're going to do that maybe even putting up solar panels on top of the building depending on what the final design is. Might be able to generate enough electricity to cut that in half. The payback is several years out. Chief Lavoie said I'm certainly not opposed to doing anything that's conservative.

Police Communications (5620), page 15

Chairman Coutu indicated it's up but voter approved increases in salaries for the communications staff.

We're just one shy of full staffing there. We'll address that tomorrow. Chief Lavoie agreed. Captain Avery will be here for that. Chairman Coutu asked if there were any questions on communication salary and wage line.

Police Patrol (5630), page 18

Chairman Coutu noted we're looking at about 1.3 percent increase.

Selectman Martin asked about line 211, it says zero. Is that something you intentionally zeroed? Chief Lavoie said yes. We have not been receiving charges for that in a number of years. I think that's an area that I can safely eliminate.

Selectman Martin questioned line 254. Is that an area that is low I think or is that something that you don't do a lot of? Chief Lavoie stated often times the tow is borne at the burden of the registered owner's expense.

Chairman Coutu asked any questions on police patrol salaries.

On police automobiles, page 18 - 402, Selectman Morin noted you were saying that Ford is going to do the different cars and you weren't looking into it. Does this money reflect that if you have to go to the Dodge that were more expensive? Chief Lavoie thought you have that a little twisted or maybe I interpreted what you're saying wrong. The Dodge's are less expensive. Selectman Morin thought the Dodge was more expensive than the Fords. Chief Lavoie said no. The Dodge is less expensive than the Fords. If I miscommunicated that to you, I do apologize. Selectman Morin indicated I had gotten the bids for the Fords. Maybe I just looked at it wrong but I thought it was \$3,000 to \$4,000 more for the Dodge. Where it's a police package, is it going to be more? Chief Lavoie said no the Dodge is less. Selectman Morin stated I just wanted to make sure there was enough there. Chief Lavoie wasn't sure whether Ford is making a new design with their vehicles. I have not seen a price point for that. What they are saying is they're expecting a \$6,000 increase in the Fords than what they're currently listed at.

Selectman Morin asked how many miles the car you're getting rid of going to Assessing have. Chief Lavoie noted 105,000.

Chairman Coutu said Assessing is on an intermittent basis. Selectman Morin stated that's a lot of mileage. Chairman Coutu explained that's what they've been getting and its run well. We've had some run with Assessing for about 4 or 5 years. Steve Malizia stated we're not doing any chases or any high speed driving with it. It's pretty much around town. It doesn't take the same. Chairman Coutu stated they keep up the maintenance on the vehicles so they're not giving us a piece of junk. Knock on wood, Chief Lavoie said the engine to this has been great.

Chairman Coutu indicated I didn't ask you when we were talking about the Dodge. I just want to bring it out and it has nothing to do with the budget and I apologize. The rear compartment of the Dodge. Is it going to be able to house all the equipment necessary to set up emergency communication and the like? I know it's your vehicle. I don't know if you do that. I know Fire does. I don't know if the Police Chief does. Do you set up if you have to or you have enough vehicles that will handle that and you don't have to do that? Chief Lavoie said the Dodge is actually larger in the rear than the Fords are. In addition to that one of the things that we learned is that the Dodge - it has these three separate compartments. One of those that's in the floor of the bed area, there's a whole separate storage compartment that will actually be able to protect the wiring and the boxes for the radio system that has to go in. That's going to be under cover and not exposed to be hit by the stuff that we do store within the vehicles.

Chief Lavoie told Selectman Morin I can get you a couple copies of that book that we have that shows the pricing of the vehicles if you'd like. Selectman Morin said no. Like I said, I had a copy just to see because I didn't understand - and this is why I did this. I didn't understand why we just didn't order you a new one at the same time when we got the other ones where we had a bid and stuff and why it came in late. It's cheaper. Chief Lavoie stated it was less expensive and I was holding off for me because we were trying to put it off as long as we could. We were also trying to hold it off even longer but there became a need down at Town Hall. We expedited my exchange over so that Town Hall would be able to take a vehicle.

Police Investigations (5640), page 23

Chairman Coutu noticed back in 2018 your actual on line item 252 - professional services was \$3,700 and then you dropped down this year's budget to \$2,500 but your back up in your request for 2020. Any reason for that? Chief Lavoie stated the amount of the use that we're utilizing is on a per usage charge at some point. When we're conducting investigations when we're trying to run searching on people, the costs for that we're finding more and more success with the utilization of these types of tools and that's why. We're using it often.

Animal Control (5650), page 25

Chairman Coutu noted the budget is only up \$3,000. It's reflected in salary and benefits. How is that division within the Police Department going overall? Chief Lavoie stated fantastic. Right now we're currently at almost 1,400 calls for service for that division alone. I expect that to be closer to 2,000 by year's end. I can't say enough about Jana. Her assistant does a heck of a job. They're both very passionate and that's a tough job to do. Chairman Coutu said we had a difficult time there for a while keeping an assistant in there. This one here looks like the person is stabilized and likes the job. Good. Awesome. Any questions on animal control?

Police Information Services (5660), page 28

Chairman Coutu noted a \$1,000 increase reflected in salaries. Any questions?

Police Support Services (5671), page 31

Chairman Coutu noted it was level funded.

Chairman Coutu asked Chief Lavoie have you heard anything - I want to be prepared for you next budget - relative to the tariffs that are going to be imposed on January 1st which are going to be steep. It's going to severely impact ability to buy metals or material made of metals because the metal is going to have to come into this country at an approximate 20 percent increase. Have you heard anything about ammunition? Chief Lavoie noted I have not. We did see the spike in ammunition back when Beijing was hosting the Olympics and China was buying all the metals prior to that in the preceding years as they were building their facilities and what not. What we really saw an impact was there was an increase in the cost of buying ammunition, however, what was worse was the delay in getting this stuff because everything was being ordered. I suspect that as we move forward in these winter months - November/December, we'll be purchasing as much as we can to try to get ahead of that increase. We should be all right as we move forward to absorb those costs. Chairman Coutu asked you're going to try and stockpile a little bit. That's not a bad idea because it could go as high as 20 percent. Any questions on Police Support Services?

Police Crossing Guards (5672), page 33

Chairman Coutu noted it's pretty much a fixed cost. Did they get a raise? Kathy Carpentier said only when it's proposed by the Chief. It's not an every year thing. Chairman Coutu asked when was the last time you proposed a raise in that area. Chief Lavoie thought it was the start of this year. Ms. Carpentier indicated there is none in this budget. Chief Lavoie stated we just did one for them. Chairman Coutu asked if there were any questions.

Police Prosecutor (5673), page 36

Chairman Coutu indicated the major increase is in insurance. We have no control over that. Any questions on the Prosecutor? Is he doing okay? Is he going to be around for a while? Chief Lavoie was hoping.

Kathy Carpentier indicated that concludes his review of departments. If I can take you back to page 1 - outside the budget.

Chief Lavoie explained some years ago, it has to be more than a decade now, Lieutenant Bianchi purchased the equipment that we utilize to investigate traffic accidents - major collisions. It's due for an upgrade and that's what this is for. I don't think the cost should be borne on him - on his personal family's financial account. We've made some additions or some improvements to the software along the way but a lot of this is for the equipment and some software stuff. I think that's a cost that should be added into the budget to

help us investigate major crashes. We did have two fatalities this year. We are somewhere around 600 accidents this year. We're usually around 800 a year. Again this is only for the more significant accidents. It's not for the typical fender benders.

Chairman Coutu asked are you saying this is a piece of equipment that the cost was borne by - why aren't we reimbursing him? Chief Lavoie indicated this was a long time ago. It may even be 15 years ago when he purchased this stuff. Chairman Coutu asked can we pay that bill this year. Chief Lavoie thought they were good. Kathy Carpentier said I can pay anything that's approved.

Selectman Martin thought he bought it because he likes the job not that he was told that he had to buy it. The department now has it and is maintaining it. Am I correct? I don't think he'll accept the money.

Selectman Routsis stated we also don't know how long ago it was. I know I wasn't around then but we don't know if he may have already been reimbursed.

Chairman Lavoie noted as he expressed it to me when he presented this information to me, it was something he wanted to do for the town and it was more or less his donation too.

Chairman Coutu asked why are we asking for \$3,800. Chief Lavoie stated to upgrade. Chairman Coutu asked the crash data reader is that when you take the chip out the vehicle, read the chip. He can plug it into the vehicle and read the information that gives the speed and other information that's available - swerving and things of that nature? Okay. This is for upgrades. Chief Lavoie explained it's like when you bought your first computer it was this big and all this other stuff and now they're this big. It's one of those types of things. It's newer technology to be able to get into the vehicles. Some of the stuff that he has to get into, he can't get into with that older technology.

Chairman Coutu asked why wouldn't an item such as - well because it's outside the budget I understand it. I understand the need for the equipment. I know how effective that equipment has been and how successful it has been in the area of prosecution when it mandates a prosecution of especially a vehicular homicide which is a lot more serious than a fender bender. I would think that this should be - if we're going to anticipate these upgrades on a periodic basis aren't we? Chief Lavoie indicated it could be years. A lot of times it's just software but we don't know when that those upgrades will happen. Some of the stuff that the IT Director deals with when you're dealing with Microsoft Word for example or some of the other stuff, that's kind of on a regular basis that there's upgrades that happen. Motor vehicles some of the time the mechanics as to how they work doesn't change as frequently.

Chairman Coutu asked we have a crash team that does the investigations in house and we also use the State Police when necessary. Out of the norm circumstances involving one of our own vehicles obviously. Any questions?

Selectman McGrath commented reading the data that was provided to us, it indicates that the manufacturers are changing the chips in the car for the restraints. Also that there's also only one vendor for this type of equipment. I'm in favor of this to go on record.

Motion by Selectman Martin, seconded by Selectman McGrath, to increase line item 5640-403 Police Investigations - small equipment by \$3,800, carried 5-0.

Outside of budget request - Expansion of Building Study, page 3

Chairman Coutu expected this has to do with the existing building and having someone give us a cost for an expansion of the building.

Captain Lucontoni indicated I was tasked with contacting several companies to give us an estimated cost on a building study done. As you know, our current police station is about 24 years old. We have outgrown it for some time now. We tried to make use of space, and closet spaces we made into offices, and other rooms which we had done over the past years. We are obviously in need of additional space. The two companies I contacted both are independent companies. One gave an estimate over the phone and another company met us in person and spent some time sitting down with us. They all gave the same estimate of not exceeding \$30,000 to do a building study. That will include a complete building study of our current

facility and also expansion costs.

Chairman Coutu asked will they provide us with a blueprint of the expansion. Captain Lucontoni said yes. I believe that was the engineer. Chief Lavoie stated it would be a drawing that they would provide the details as to the architectural designs. I'm not sure that it would include that but it would be a feasibility study done with that. I was also looking at changing out the current interior rooms to see how we could better utilize the space that's there and what that would do to the expansion part - how much we would really need it if that makes sense.

Chairman Coutu said my major concern I've said quite some time ago we needed to look at the police station. You and I have had that conversation Chief on a few occasions about it's getting there. It's time especially at the time when you were rearranging the evidence room trying to make room for expansion that you needed at the time. My major concern is going to be parking. Do you think there's going to be adequate space for parking if we were to do - there's only one side you could actually go on and it would be the parking side. I really don't know how much room there is in the back. That's our garage entry isn't it in the back where our ports are in the back of the building?

Chief Lavoie indicated we have a couple of things going on right now. As we're redoing this paving, we are adding parking spots but we took down some more trees in the back side of our parking lot. There used to be a kennel back there. It's that wood line that goes between our parking lot and the cabinet making company just behind that wood line. We're moving our impound lot there and then we'd be paving the area that goes around our impound lot to add more spaces to include moving the dumpster and putting in a couple more spots. Additionally we were contacted by the business where the cabinet company is behind us and they are looking at selling that property in two years. They said they'd be open to talking to the town first and have some discussion about whether or not the town wants to walk on that property.

Chairman Coutu stated you're addressing the parking situation through the paving process. Chief Lavoie said yes. Chairman Coutu though that was great. That's thinking outside the box. Any other questions about the \$30,000 for the study?

Selectman McGrath asked are the two companies that you've talked to are they willing to put that in writing that it won't exceed \$30,000. Captain Lucontoni said I do have that in writing. Selectman McGrath stated I'm in favor of this because I know that you've outgrown that space just as you outgrew the space that was here many years ago. I think this is a needed study and I'm in favor of it.

Motion by Selectman Routsis, seconded by Selectman Martin, to add \$30,000 to line item 5612-252 Professional Services for the expansion of a building study. Carried 5-0.

Warrant Article F

Chairman Coutu noted this is to add I believe to hire two full-time more police officers.

Good evening. Captain Avery explained we started looking at this in July. I started running the numbers and there's two major studies that are out there. One is the FBI national study which is very point blank. There's no statistics used to come up with it. It's based on how many residents you have. They basically say that 2.8 officers for every 1,000 people you have in the town which would give us about 70 police officers. Again no statistical data. You could be a very quiet town so you have a large population but if we think we need 70 police officers, absolutely not. The other study is very in depth. It takes a lot of time to gather all the statistics and that's through the ICP - International Chiefs of Police Association and it studies time that officers take off from duty to fill these shifts 24/7 days a week. So their vacation time, sick time, people out of work on injury, and what have you, along with the calls for service. They give the officers 10 minutes per motor vehicle stop on average and 45 minutes per call for service. Now some calls for service are 2 minutes. Maybe an erratic operator that's heading over Veteran's Bridge and it's over into Nashua and Nashua is dealing with it next. Then other calls take hours, and hours, and hours, and hour, and hours. So it averaged out to be about 45 minutes per call for service. It goes to burglaries take a long time but maybe a smashed mailbox is a 15 minute report that the officer is working on.

Captain Avery indicated we compiled all of the data and I provided the report to all of you. I believe they all have it. Basically we came out that we needed three officers. I think the number came out to 26.68 officers

assigned to the Patrol Division. We're currently operating on 24, although we're going to be short again down to 23. Twenty-four assigned to just patrol now not including detectives, administration services, legal division. It was ideal at one point. We're running short on the midnight shift. I know that the officers out there we have sometimes three sector cars, a Sergeant and a Lieutenant. That is not a lot of help if things go bad. We'd like to beef up that shift specifically. Currently I have 8 officers assigned to second shift where it's very busy and the officers are going from call, to call, to call.

To clarify that, Chief Lavoie stated that's not 8 officers on at one time. Its 8 officers that cover the assignments during the course of the week.

Captain Avery acknowledged I should have clarified that absolutely. We have 8 officers assigned to second shift but they cover days off, day on pattern. Ideally we'd like to have 5 and 6 sector cars on second shift. A lot of times we go down because of vacations, people having babies, marriages, injuries. We're down to 4 sector cars. Adding two more officers will definitely help us to fill these voids and to beef up our staffing. I know some reports are there out that the opioid epidemic is going away and it looks like to be on the down slide here. I hate to say it, absolutely not. The Fire Department and Police Departments are continually going to overdoses. This year for whatever reason and I don't have this answer, we have seen a large spike in suicides, suicide attempts, suicidal people, and people that have attempted and committed these suicides have been successful. What are the reasons behind these? I don't know but it is taking up a lot of resources. Naturally we're going to still have our regular calls for service. Thankfully in the last couple of years our burglary rates are way down. I think that is a testament to our patrol officers that are out on the street being visible. I know everybody tells us that how do you get your officers to be so visible. Well they're not hiding behind buildings. They're out there working. I know you all drive through town at different times during the day and the officers are visible. That's one of the reasons why we make them visible and they're out there working. You very rarely or if ever will see an officer behind a building. If they are, they're probably writing a report trying to get caught up.

Detective Division - Chairman Coutu asked are you satisfied that we have enough staff in the Detective Division. Captain Avery indicated I am satisfied as far as the Detective Division goes yes. Chairman Coutu asked any questions relative to this request. Captain Avery stated we offset that a little bit by adding the COP Unit. It's a community oriented policing. It was Lieutenant now Captain Lucontoni who is running Detectives as a Lieutenant. There is two people and we do this more for two reasons. One - it helps us out with investigations but two - it gets us experience with officers that get to rotate into Detectives, work with our senior Detectives, gain experience, and it's a two-year assignment. After two years, they get rotated back onto the street. They get experience in writing warrants, search warrants, arrest warrants, and in helping out with large scale investigations. We have done well in the Detectives aspect.

Just to explain that a little bit more. Chief Lavoie said our Detectives will handle anywhere from 7 to 12 cases each Detective. The reason why part of the COP Unit we implemented was because the workload has gone up so much that things are going to Detectives. We thought it would be a good idea if we could put people in a rotational basis of one year a Patrol Officer moves into the COP Unit. A year later, the person that's been in there for a year is now teaching that new one that's going in for their first year and teaching them how to do things along the way as well as the Supervisors and what not. When they take the skillset back out on the street, it's a way of distributing the workload from Detectives helping out a little bit more with some of the - I don't want to say simpler cases but cases that we can keep in Patrol where we still need to get a search warrant. It's giving them the skillset to do it so that not everything is being slammed because Detectives was being overburdened with 15 to 20 some odd cases each person. We're finding that this has been an effective tool as well as it grows people as Patrol Officers so that when it's time for us to rotate someone out of Detectives, we have more of a skillset to choose from and we'll also know at that point if there is an interest to go into Detectives.

Chairman Coutu asked if there were any questions. So the warrant article will ask to raise and appropriate the sum of \$187,668 which represent the cost of wages and benefits necessary to hire two additional full time police officers. There are presently no grants out there to - we have a President who said he was going to take care of law enforcement. Why isn't he providing federal funding?

Captain Lucontoni indicated we looked into several grants that fund the COPS Grant and all the grants that I've looked into that are out there to have more officers come on the street and we pick up the difference after so many years have been suspended. They stated due to the immigration situation, the grants have

all been on a freeze. I am to get notification when that does lift. I am on their distribution so as soon as that happens. They're not giving a time frame when that's going to be lifted.

Selectman McGrath remarked well now when they have thousands coming up from Central America as we have today.

Motion by Selectman Martin, seconded by Selectman McGrath, to forward Warrant Article F, Hire Two Full-Time Police Officers, carried 5-0.

Recreation (5810-5839)

Kathy Carpentier noted he has one outside the budget request on page 1 but we can start on page 2 if you'd like to come back to that.

Chairman Coutu stated the bottom line is on page 3 an increase of approximately \$2,000 which is primarily based on salary increase approved by voters. Any questions?

Selectman Martin asked line 2.1. Is that copier under the lease agreement with the town? Dave Yates said it is with the town.

Chairman Coutu stated I don't think we have a department in town now with a copier that's not bundled except for one. Ms. Carpentier noted except for the new fire station. It will be in the next contract.

Selectman Martin asked about line 226 film development. Do we still have those old cameras? Mr. Yates indicated we do in the summer. We do some pictures and put them up on the wall when the parents come in. It's very minimal.

Recreation Facilities, page 7

Kathy Carpentier indicated this is a new department. The Town Administrator, Recreation Director, and I met and this is primarily coming from the Hudson Community Center budget and the Senior Center budget is now under the direction of the Rec. Director. Dave Yates commented the Rec. Center went away.

Chairman Coutu stated it's monies that were originally in our municipal buildings account that was administered by the Board of Selectmen since delineated. Mr. Malizia said he's in the building. Ms. Carpentier said there was \$51,000 in Hudson Community Center that was zeroed out and almost \$17,000 that was zeroed out and put here. Chairman Coutu said it was about level funded. A lot of this is guestimates I guess. The electricity we're basing it on actuals that we had? Okay. Who's maintaining the building right now? Dave Yates indicated Wayne is doing the maintenance part of it and Leo is doing the cleaning part. Chairman Coutu said there's been no increase. Mr. Malizia said no. Wayne does the heavier duty maintenance scheduling things, all the filtration, and all of that sort of stuff. Leo does cleaning the restrooms.

Chairman Coutu noted there was some concern expressed to me when we were talking about buildings. There was some concern expressed to me at the last election about the flooring. It's a great looking floor but I guess the carpets weren't laid down in time and I was told that someone made the statement well they're not necessary. During the major events, Mr. Yates said we will have the padding down. During the sports events, there will not be padding. From now on during the election, the floor will be covered. During the dances, the floor will be covered. During comedy nights, the floor will be covered. Freight Night the floor will be covered. It's only during the non-sporting events it will be covered. Chairman Coutu asked do we have sufficient carpeting to cover that whole floor. Dave Yates said we will cover about 90 percent of the floor. It's a vinyl covering. Remember the YMCA donated five rolls to us and then we purchased another three. That will just about cover the whole floor. Chairman Coutu didn't want them dancing on carpeting. They'll fall. Mr. Yates commented not its vinyl.

Selectman Morin asked has the floor been fixed yet. Dave Yates said yes. We had the company come in and touch up a couple of spots. Can't figure out how we came with some white spots but there's nothing since. We've been on it pretty hard for the last three weeks of basketball and no new spots at all.

Chairman Coutu asked do you have a maintenance schedule for that floor. It should be striped and buffed at least once a year. Mr. Yates indicated not that type of floor. That floor just needs to be cleaned using a white pad. We bought the cleaner from the company. The estimate of life is probably ten years before it needs to be repainted. That type of floor just clean it which our maintenance guy cleans it almost daily. We're keeping a pretty good eye on it. We had some new signs made up telling parents and kids coming in no food and drinks in the building. Colored drinks that sit on it overnight could stain it. As long as you're on top of it right away but during the events, it will be covered so you won't have to worry about the spills. We're really babying it.

Considering the diversity of the use in the building, Chairman Coutu knew that you and the Town Administrator worked closely in preparing the renovation of that building to accommodate putting in a new floor, repainting and trying to make things look neater and cleaner. I can remember and you might remember as well Director Yates that a comedian once stood on stage and pounded on the back wall and he says, "So this is the best Hudson has to offer?" The padded walls obviously are there because of basketball play and other activity where kids would be banging up against the wall. We don't want them to get hurt banging themselves into cement block. I want to commend you. The building really looks nice. It's a tremendous improvement. It really, really looks nice.

Recreation - Merrifield Park (5815), page 10

Selectman Routsis asked should this go under or Parks Division now since it's a park.

Selectman Morin stated there's a couple that I've got marked that we need to talk about.

Chairman Coutu said we need to address this and we need to address it today. I don't want to have an extended conversation tomorrow. Is it our intent - and I would hope it would be our intent - that we're going to transfer all parks into the Parks Division into the Public Works Department? Is that the wish of this Board?

Selectman Routsis believed it is and I thought that was what we had discussed when the Department of Public Works was in here in regards to that team would oversee all of those.

Chairman Coutu stated that's exactly what it said but it's before us now so we need to take action. Mr. Yates do you have any comments before we start making moves? Dave Yates said I'll probably have questions and I do have a comment when we get to Jette Field and ball fields. That one is a little different. They're all parks, however...Chairman Coutu asked to discuss when we get to it. Let's deal with Merrifield. Mr. Yates noted I have no issues with Merrifield.

Chairman Coutu asked are you going to subdivide each of these parks. You're going to have it under Parks but under a name or is it just going to be "Parks General". What is your recommendation? Kathy Carpentier believed I was told to just put it all under one "Parks". This would just be under Parks because I think that you really don't need to know where the sand is going, which park, or whatever they're buying.

Motion by Selectman Martin, seconded by Selectman Morin, to transfer \$1,175 from line item 5815 to line item 5556 "Parks Division".

Selectman Morin asked who takes care of those parks right now. Dave Yates stated it depends on what needs to be done. If it's staining picnic tables or anything like that, Leo would go there. Lawn mowing and putting up the nets for volleyball, that's Highway. Selectman Morin said they're doing it anyway. Mr. Yates said they've ordered the port-o-potties and put them in but we can change that.

Chairman Coutu asked who ordered the port-o-potties. Mr. Yates said we have been doing it. Chairman Coutu thought it should be the Parks Department and they should do the staining of the tables. Selectman Morin said to make it a Park Department. Chairman Coutu said we'll take it away from Recreation and put it in the Park Department.

Selectman McGrath asked under the Parks Division when you put these numbers in are they going to be identified as Merrill Park, a code for Merrill Park, a code for Benson. Ms. Carpentier indicated that was not my understanding of what was going to happen on what this Board wanted. In the backup, you can have line items that call out. When you're budgeting, you can do it but the actual would all be rolled into one line

item that says "electricity". Off line, I was going to track Benson's as requested in the motion. Selectman McGrath noted as long as we have visibility and if people want to come in and take a look at what we're spending. Merrifield Park - its \$1,000. People aren't going to be looking at that. It's the big ticket items that they're going to be concerned about going forward as long as we have some visibility into what we're spending. Kathy Carpentier indicated it would become a manual task but it's not a hard task. Yes we could break this out at any time with the request to know what parks are costing what money. The budget can be built up that way with the new Parks manager and whatever the title is. These toilets could have a different line item in the detail of the budget but actually they'd all be going to the same portable toilet line. Selectman McGrath indicated as long as we have visibility at some level. Thank you.

Chairman Coutu asked is it the wish of this Board to do exactly that. I want to make sure the entire Board is on and it's not one Selectman that's asking that this be done. Selectman Morin, Selectman Routsis, Selectman Martin was in favor of it.

Vote: Motion carried 5-0.

Supervised Play (5821), page 12

Chairman Coutu stated I don't know if you've prepared the numbers. I would hope you would be prepared. Is all of this or most of this offset by revenue? Do you know your revenue number bottom line? Ms. Carpentier stated he outlines all the revenues for each project. Dave Yates stated the FY20 budget is for \$112,000 and the revenue is \$131,000. Chairman Coutu said very good. We achieved what we had set out to do several years ago.

Selectman Morin indicated I was looking at the H.O. Smith School. I may have missed it. What happened to the playground there? Mr. Yates stated good question. The School Department runs that. It's their park and they took the playground out.

Selectman Morin asked if it's their park, why are we paying for port-o-potties there. Mr. Yates it's their park. We use it when we bring the kids up there in the summer, we have a port-o-potty at the park for our program at the field.

Chairman Coutu asked how often do you use that field. Dave Yates stated 3 to 4 times a week we'll walk the kids up. Since we don't have any green space at the Community Center, we'll do field games up at that park.

In terms of registrations for the summer program which is our biggest one, Chairman Coutu asked did the numbers increase last year compared to the previous years. Dave Yates said they did. They were up just a little but the interesting part is that our ages have gone down. We have a lot more younger children - 6, 7, 8 year olds than we've had in the past. Chairman Coutu asked if they were tougher to control. Mr. Yates said it's a lot more challenging. Chairman Coutu asked our park supervision are trained properly. Mr. Yates said yes we have a good staff but when our Summer Coordinator did her report at the end of the summer, one of her requests to look for additional help because of the younger children. Not that our numbers are going up so much but it just takes a lot more time from our staff. That is in the budget. In the 100 series, you'll see later we've deleted tennis and we can get to why we've deleted tennis but my proposal was to move that tennis money to one more supervised play counselor. Chairman Coutu didn't see a problem with that and that's why I'm asking the question. I would anticipate that being a little more work. Steve Malizia said the ratio probably with younger kids, you have to have more hands on. Chairman Coutu noted there is a slight increase in the number of enrollees.

Selectman Routsis asked adding an additional counsel is not a teenager it's another adult. Mr. Yates said it will be another adult.

Robinson Pond - Recreation Department (5822)

Motion by Selectman Morin to move Robinson Pond to the Park Division.

Chairman Coutu stated we use Robinson Pond weather permitting on Fridays. The pond salary which is a part-timer who is there Saturdays, Sunday, and holidays to make sure that Hudson residents only are

making use of the pond. Was that person there all of last summer? Dave Yates said yes. Chairman Coutu asked why have I received complaints that no one was checking the vehicle plates and there were people there from out of State. Dave Yates stated I paid somebody every weekend. I check on them occasionally but I'm typically not around on weekends. We have one of our counselors that faithfully worked that pond every weekend. Chairman Coutu asked what is their job and what are they supposed to do. If I go out there on a weekend, they're not going to know who I am. What are they supposed to be doing? Mr. Yates explained they're going to ask you for your driver's license. They have a picnic table set up right at the entrance further in. As you come in if you're a Hudson resident they're fine. If you're not, they're going to tell you that it's the Town of Hudson public beach and it's for Hudson residents and they make you leave.

Chairman Coutu asked did you have any problems last year that you're aware of. Mr. Yates said no. We'll get a complaint here or there. If they have a guest with them if they say the car behind me is friends of mine and they're with me, we allow them to have guests as long as the first car is a Town of Hudson resident. He told me he'd show up in the morning and there would already be a car up by the garage by the boat house, their stereo set up, and he would make them move and go park where everybody else parks. There's minor issues but it's an adult. It's one of our older counselors and he was right on it. He would tell me very Monday morning if he had any issues. Nothing major. Chairman Coutu said he knows he's a phone call away from getting police help rather than try to challenge somebody. Mr. Yates agreed. Chairman Coutu asked that employee works for your department. Dave said he was a summer counselor and then he would do additional hours on the weekend.

Chairman Coutu asked what is the electricity use at Robinson Pond. What are we paying an electric bill there for? Dave Yates indicated just the lights and the shed. When you go up there, just turn the lights up. Chairman Coutu asked what the shed was for. Mr. Yates indicated when they're up there on Fridays and as storage. Chairman Coutu asked the maintenance is the same thing. Mr. Yates said yes. We just maintain the building to try to keep it dry. We store soccer goals in there and lacrosse goals in that shed.

Chairman Coutu asked water quality is your responsibility. Dave Yates indicated that has moved to Inspectional Services. They now have been doing it but we've been paying the bills. They work with the State and then bills get sent to the Rec. Department as they always have. Chairman Coutu reiterated Robinson Pond water quality is Inspectional Services. Mr. Yates said yes. Steve Malizia noted they're taking the sample but he's paying for it. Chairman Coutu said why should he pay for it. Why doesn't he just transfer it over to Inspectional Services and let them deal with it. They have to give him a report regardless. Steve Malizia said the State gives the Inspectional Services a report and then they post it. Chairman Coutu asked would it be appropriate to transfer that line item to Inspectional Services. Mr. Malizia said yes they're doing it.

Motion by Selectman Martin, seconded by Selectman Morin, to transfer line 5822-264 Recreation - Robinson Pond, Water Quality Monitoring \$360 to Inspection Services, carried 5-0.

Portable Toilets - Chairman Coutu said you need it on Friday only, correct? Mr. Yates said no we need it throughout the summer. Chairman Coutu stated that can move to the Parks Division.

Looking at this and how much we're transferring over to Highway, Selectman Morin asked instead of having two separate departments why can we do Park and Recreation? Chairman Coutu indicated a lot of municipalities do that. Do you have an answer for that? Selectman Routsis thought where we have a new Public Works Director while he's been with us for a while putting all of that in at once maybe a lot and probably a discussion in my opinion that we would have down the road. Let him get established and finalize getting his feet wet.

Selectman Morin said I don't disagree with you but I'm not saying that we get rid of park rec. We just make it one department instead of two separate departments. Once we're done if you look how much we're going to transfer over, all that's going to be left is programs and a few other things. If it was one department, Park and Recreation.

Chairman Coutu noted we're not really taking that much away from Mr. Yates. Selectman Morin stated we're taking all the fields and the maintenance. Chairman Coutu noted that's not all that he does. Selectman Morin understood that but why have two separate departments if we can have a Park and Recreation Department. Chairman Coutu asked what are you going to do with the department head.

Selectman Morin said he's still going to have to run the recreation part of it. If you look at Nashua's setup, they have Park and Recreation. They have a Park Division and they have a Recreation Division. It's all still one department. It's a division under the parks. Chairman Coutu asked to defer that. Do you want to defer all transfers too? I want to do a little research and make a couple of phone calls. Selectman Morin stated if you want to look into it further. If we transfer all the grounds and stuff to Public Works, that's fine. It's all going to be the same thing anyway and that's why I suggested it. I'll defer whatever needs to be deferred. That's fine.

Selectman Routsis thought we can still go through his budget and see if there are other things we're going to potentially transfer. You may say yes to everything and I may not. I agree with deferring it but I think we should at the very least finish going through the budget.

Chairman Coutu didn't disagree. In this particular budget, there's nothing here about with the exception of the water quality about the maintenance of Robinson Pond. Who maintains it? Who goes in there and rakes it out? Dave Yates said we both do. I'll call Highway and see if they can groom the beach for me. They help put out the buoys for the swimmers. If there's something during the week if there's trash, I'll send my guy out. They also pick up trash. We coordinate with each other and get it done. We have a great rapport and it's just a phone call away. They kind of know the routine when we put the ropes in and when we take the ropes out. I've always coordinated with Kevin finally.

Just a comment on the port-o-potties. Dave Yates stated I met with the new DPW Director a couple of weeks ago. It's new to him and all this and we talked. I said I'll call the port-o-potties and Jess we'll get and pay the bills. There's a lot on his plate. It's not an issue for us to call port-o-potties in and to get the bills and pay the POs. Whatever the Board chooses - if park maintenance goes under him and keep the port-o-potties with us. We know the schedule. We have two port-o-potties at Alvirne right now for soccer. We know what needs to go where. They don't maintain Alvirne High School but we use Alvirne. That's when we have a port-o-potty there.

While we're on the subject of portable toilets, Chairman Coutu noted one of my favorite topics. Are we going out to bid or are we just making one phone call like we did in the past which I disagree with? If you recall, Dave Yates said the Board had this discussion with Kevin last year. We used a different company than Kevin did and then the Board had told Kevin let's go to one company and his recommendation was Triangle. I used to use Dave's. The whole town is using Triangle now. They're a little more expensive but we felt that you were getting more bang for your buck with Triangle. That was the recommendation of the old Road Agent. Chairman Coutu asked no problem with Triangle. Mr. Yates said no.

Chairman Coutu thought Robinson Pond is a unique situation in my opinion. It's not a park. It is and it isn't. It's a beach. Selectman Morin stated it's a park. Dave Yates said it's a recreation area.

Selectman Morin stated if you look at the lines, you have electricity which is all the other ones. You have water and sewer which is all the other ones, several ball field stuff. You have the toilets again. You have ballfield maintenance. It's all the same lines that are in all the other parks. It's no different. Chairman Coutu said except the salary. Can we take that salary and move that to recreation supervision play or whatever and put that in the summer program line.

Motion by Selectman Martin, seconded by Selectman Morin, to transfer line item 5822-104 and 108 for a total of \$2,293 to 5556, carried 5-0.

Chairman Coutu stated the remainder of the money which is \$1,450 transfer it to Parks.

Motion by Selectman Martin, seconded by Selectman Morin to transfer line items 5822-206, 5822-224, and 5822-266 to line item 5556 Parks Division, carried 5-0.

Recreation - Ballfields (5824), page 18

Chairman Coutu asked Selectman Morin if this was the section when you were looking at the different numbers and where they were. Is this what you were looking at?

Selectman Morin said no. This was where I was going to start talking. Selectman Routsis brought forward

to start transferring all of the maintenance of the fields to Public Works. Selectman Routsis noted just the maintenance and not the whole field. Looking at it not that you bring it up, Selectman Morin said again it's all the same line items other than rec. program equipment. Steve Malizia stated professional services is umpires. Dave Yates indicated 217 is the softball league and 271 will be softball league.

Chairman Coutu noted 217, 252, and 271 should stay in recreation. Kathy Carpentier stated 104 and 108 also. Chairman Coutu asked you are delineating the field markings and the mowing on the in fields. Do we do the mowing of the infields? Mr. Yates said my maintenance guy does the dragging and the lining of the infield. He drags the field each day and he puts the lines down. Highway cuts the grass. I'm referring to Jette. Chairman Coutu asked we're saying that 104 and 108 should also stay in Recreation. Mr. Malizia agreed.

Motion to transfer 5824-206 ballfield electricity, 207 water and sewer, 266 portable toilets, 267 park maintenance to the Parks Division in the Public Works Department.

Selectman Routsis asked in park maintenance under 267 is the field marking and stuff but you guys handle that. Do we separate part of that out for his responsibility? Chairman Coutu asked the responsibility is what the chalk? Mr. Yates said yes. We order hundreds of bags of lime over the summer. If we have any electrical issues and I call the electrician to come out and repair something, I'm just trying to figure out the logistics of it. Do I call Highway now and have them come out? Will my maintenance man still do the infield? Chairman Coutu thought you ought to do is have a meeting with the Town Administrator, Jess, and the Parks Foreman. I would expect if there's an electrical issue and you're at the ballpark, you should be able to pick up the phone, contact an electrician - we typically use the same one, get it repaired, and then you need to memo the Parks Foreman to let him know that you called an electrician for this reason. All you're doing is making a phone call. They are to come to follow up and make sure it was done right if they're going to pay the bill. We went through this whole thing with electricity not too long ago if you remember Mr. Yates. I got in touch with you and you were on top of it. There was a problem getting the electrician there. We finally got somebody there and it was a neighbor complaint and it was taken care of within seven days. Dave Yates indicated we'll continue to do what we do but I'll just coordinate with Highway. Chairman Coutu thought the best way to approach that is to have a meeting between you, the Town Administrator, and the Public Works Director, and whoever gets appointed as Parks Foreman.

Selectman McGrath asked about line item 267. It went from \$41,000 down to \$6,000. Can you explain why? Dave Yates explained the \$41,000, \$35,000 of it was for the new lights that will be installed in the spring. We had put aside \$35,000 for the lights. Selectman McGrath stated it jumped around. The 2016 actuals were \$11,000, '17 were \$32,000, '18 was \$26,000, now down to \$6,000. Steve Malizia indicated we did the basketball courts two years ago. We replaced all the lights and all of that. We went with that because that was all rotted. This fiscal year we have the light project that we're doing right now and will be done in the spring. He doesn't have another one-time thing that's why the number has dropped so much. Selectman McGrath noted it dropped significantly. Mr. Malizia said because we don't need to do anything significant.

Chairman Coutu asked why is it that the basketball courts on Greeley and then the lights at Jette why aren't we going into accounts that you could use for stuff like that. Steve Malizia stated we still have to gross appropriate. Dave Yates said the Community Center basketball hoops are going through the rec. donation account. We are using that money for the basketball hoops. Mr. Malizia said we have offsetting revenue in the other years but we still have to gross appropriate this. You put the appropriation in but there was a revenue.

Motion by Selectman Morin, seconded by Selectman Martin, to transfer 5824-206 ballfield electricity, 207 water and sewer, 266 portable toilets, 267 park maintenance to 5556 Parks Division in the Public Works Department.

Dave Yates asked 5824 is ballfields. Will we rename that just to softball? Kathy Carpentier said that would not be a problem at all.

Chairman Coutu asked under 267 the \$6,000 you said that you're buying the lime. Under this request to transfer all of the money including that line item you will now request from Parks to purchase the lime and bring it over. Leo will put it in the shed.

Vote: Motion carried 5-0.

Instructional Tennis, page 21

Chairman Coutu indicated you eliminated instructional tennis. It is zeroed out. How does the professional tennis instructor who is on the Recreation Committee feel about that? Dave Yates stated the issues was mainly the courts. The courts are really getting deplorable, a lot of grass is coming through, it's a school tennis court and not maintained by us. Our numbers have gone down the last couple of years. I just thought it was the right thing to do and we could use that help in the summer program. Chairman Coutu noted high schools are having a hard too recruiting for tennis for whatever reason. Too strenuous I guess. I taught it for a while. It takes a toll on you.

Lacrosse Program, page 24

Chairman Coutu noted it is offset revenue except for \$500. Every line item with the exception of the portable toilets is program related. Do we want to transfer that line item for portable toilets? If you want to be consistent, Steve Malizia said yes.

Motion by Selectman Martin, seconded by Selectman Morin, to transfer line item 5826-266 portable toilets \$375 to 5556 Parks Division.

Just a side note, Dave Yates said 270 is down and that was because next year hopefully our new field is up and running. We took out the rental. We've been renting PMA for the last few years. It is down \$2,400. Chairman Coutu said the multi-purpose field should be opened next year.

Selectman Routsis asked about the new field there was a water issue. Has that been resolved for the most part? Mr. Yates said it seems to be. We're trying to figure it out where the sprinkler is we were getting a lot of ground water. Highway went out there and did some work for us. Elvis has been out there putting trenches in. It seems like the grass is really coming in nice now. I was just too wet for a while.

Chairman Coutu said several people around town are having that issue. It's because of the amount of water we got this year and the sprinkler system was running because we wanted to get one good year of growth in. Mr. Malizia noted sometimes you can drown the grass sometimes.

Selectman Martin said on line 271 is it required for the participants to have their own net? Mr. Yates said they bring their own sticks.

Chairman Coutu asked if we were set on the Coordinator for the next year. Mr. Yates said yes.

Vote: Motion carried 5-0.

Basketball (5831), page 27

Chairman Coutu noted we're \$6,000 shy. It's a great program for the winter. You do an outstanding job with this program. It doesn't get the recognition it should. It's an outstanding program. We have so many participants in this program. Have you noticed the numbers are stable? I know you've had a couple of issues with getting girls to sign up so we can keep that program going. Dave Yates indicated soccer numbers for girls were better than ever this year. The older girl numbers were higher than the boys. Basketball is still an issue. I just came from one of the evaluations tonight. Typically in all of our sports 7th and 8th grade are together, 5th and 6th, and 3rd and 4th. We had to bump 6th graders up to the 7th and 8th graders just to have 14 for basketball for the girls. That's been a few years. The boys we have 10 teams in every division by far.

Chairman Coutu was concerned about the age disparity. Steve Malizia indicated I coach and it's not that bad - 6, 7 and 8 is fine. Mr. Yates noted it's not ideal but it's better than folding it. Chairman Coutu said personally in my experience in coaching and I only did basketball one year as I had had it. It was a tough crowd. I did it at Catholic school. If coaches like yourself would take responsibility and give everybody a shot...to be blunt, Steve Malizia indicated I wouldn't do it in the boys division because I think that's a bigger disparity. The young ladies it worked out fine.

Chairman Coutu asked if there were any questions about the basketball program. That will stay as is.

Soccer, page 30

Motion by Selectman Martin, seconded by Selectman Routsis, to transfer 5834-266 portable toilets \$750 to 5556 Parks Division, carried 5-0.

Selectman McGrath asked why the increase in line item 271. Dave Yates said because of the new ball field. We ordered a new soccer goal and bleachers for the new field. We've always played Alvirne now so with us playing there, we need this equipment there. Next year that will go away.

Chairman Coutu asked we didn't have enough left over to buy this the monies that we appropriated to build this field. Dave Yates indicated we could have gone there. With this money, this is from the lights from Jette Field. I distribute it to different areas so the budget did not go up. We moved that \$35,000 to different areas. Mr. Malizia indicated we needed to save some money in case we need to do something else. Chairman Coutu stated I was going to say that but I don't want to put him on the spot. Any other questions on the soccer program.

Senior Operations, page 33

Dave Yates indicated we made adjustments to this. The only area that did go up is 403 - small equipment. This is to install a new handicapped control. When they build the senior center, the big push button that you push when you come in the doors open up, that has only been installed on the Benson Park side of the building. The other side of the building when the patrons come in, there's no button for them to push. There's no safety control on the existing door so you push the button for it to stay open for a certain amount of time and then it starts closing. The new safety device will also hold it so if somebody has not been in the door yet, it will stay open until they're free of that area. That's where this additional money is. New push button on the opposite side of the Benson Park side and to put safety devices on both doors. We received a quote from a company. It's a one time.

Chairman Coutu indicated you didn't request it outside the budget but its okay. Kathy Carpentier said he didn't because his budget was low.

Selectman Martin asked is there a revenue when people pay dues to join the senior center. Chairman Coutu said there is and I never got my answer as to what the revenue was last year. I haven't got the answer.

Kathy Carpentier stated membership dues, and the field trip fees, and the field trip expenses all go into the senior activity revolving fund. What was the question again? Chairman Coutu asked how many people are members on an annual basis. We don't get reports on the senior activities any more. Just what I read in the thumbs up/thumbs down and that's not too pleasant sometimes. I'd like to know how many people are paying for memberships and how much money is being generated. The numbers never matched up. We charge \$10 a year and I'll hear a number we have 500 members and we have \$410 in revenue. Well that doesn't add up - 500 members times \$10 is not \$400. Ms. Carpentier stated on your monthly actual versus budget if you looked at fund 35, I want to say about 560 or 600 because you can see there's \$6,020 which means there's 602 paid members.

Chairman Coutu asked how do you know that. Ms. Carpentier said because I do look at it. It was years ago I'd hear quotes. So we got 900 members but we weren't seeing 900 membership fees. Now it is based on how many paid because the \$10 goes right into the revenue report that you do see on a monthly basis. I will make you a copy and point it out to you. The reason why it always looks like they're overspending the revolving fund is because they have to book a lot of trips. Before the person pays for the trips, we're cutting a PO and not a check. We haven't paid anything to book some of these functions. On a PO basis, it looks like we're overspent because the collection hasn't come in yet but it's really not an actual. Chairman Coutu believed if we don't do that, they may not be able to get that booking. Ms. Carpentier indicated sometimes they have to do \$3,000 prepaid to reserve the trip or that type of thing. Sometimes it looks overspent because of the encumbered POs but on a year to year basis...Chairman Coutu noted it's a wash. Ms. Carpentier said yes the fund is carrying a balance and I don't have that off the top of my head right now.

Because it's not a budgeted department, it's not part of this process. Chairman Coutu noted we know it's a revolving fund. If they came begging for more money beyond a revolving fund to necessitate trips. Ms. Carpentier indicated they definitely have a positive balance in the revolving fund and this is just the operating expenses and the coordinator.

Selectman McGrath stated it's not budget related but it's a question for the senior administrative staff - Lori. Does she help with the trips, creating the POs, and all of that? Dave Yates said she does the POs. She has a volunteer that still coordinates the trips with the companies. Lori ultimately oversees that volunteer and Lori does all the purchase orders for the trips. The same Senior Coordinator that was doing it years ago is still volunteering to do it. Selectman McGrath understood that but I was concerned...Mr. Yates noted no statements go to that volunteer's home. Everything comes through the Senior Center. The volunteer is strictly a volunteer doing the trips.

Chairman Coutu asked if there were any other questions. Regardless of what I'm reading about Bingo, it's that nonsense. Lori is doing an outstanding job. All I'm hearing is very positive. This is shocking to me this whole controversy over somebody not being saved a seat at Bingo. If you don't volunteer, you don't get saved seats. Mr. Yates said its one person and then all of a sudden now everybody comes to her defense because they love her. Chairman Coutu didn't want people to think he was siding with the comment. I'm not siding with the comment. It's a disservice to our community to keep reading crap like that week after week and I don't mind saying it. It's going to come to an end I hope sooner rather than later. I'm just sick and tired.

Teen Dances (5836), page 35

Chairman Coutu asked are we still generating some interest in these teen dances. Mr. Yates said yes. Chairman Coutu asked are you getting enough volunteers. Mr. Yates said it's always a struggle but we twist some arms. We end up getting enough. Rather than twisting arms, Chairman Coutu asked are we putting something out through the school system. We're helping them by generating some entertainment for these kids or an area for the kids to be able to come. They're very successful events. We handled internally some minor issues that we had with telephones, and kids bringing telephones into bathrooms which are no longer allowed. That's been quelled. I just want to make sure that parents are aware that this town is doing this to provide an evening of entertainment for their children well supervised and it would be nice if more parents would offer to volunteer. Why can't we use the school system which would be the middle school I believe in this case and see if we can get a note out to the parents? Can the school do that? Dave Yates said we do. We send a flyer to the school. We put that chaperones are needed and please call. Our next dance is November 2nd. We already have a small list of people. Chairman Coutu asked do you put it on the recreation page. Mr. Yates said yes. Chrissy puts it out on Facebook. Chairman Coutu asked do you put it on HCTV. Mr. Yates said I have to check. Chairman Coutu wanted to make every avenue - I know sometimes at some of these dances at the last minute you're scurrying looking for people. I don't want this pressure being put on you because I know it's an awesome responsibility. You've been there and you've chaperoned. How many kids in one evening on average? Steve Malizia said a couple hundred of kids.

Selectman Martin asked is there a reason why you don't have a police detail. Dave Yates felt the police are a phone call away. We haven't had any issues. We have all of us there. My staff is there. I just felt it was a way to save some money and they're a phone call away. Chairman Coutu noted you and Chrissy are there. We're still doing the charity nonprofit comes in and runs the concession stand. They get to see the going on as they're close to the door. I've been a couple times popped in and popped out. I notice that sometimes the cruiser on duty for that sector will stop in and say hi and see how things are going. Dave Yates said we can still give them a heads up that hey we have a dance tonight. I just felt it was a little over the edge. Chairman Coutu didn't think it was a bad idea to give them a heads up. We have a dance going tonight. It's offset by revenue.

Community Activities (5839), page 37

Chairman Coutu asked if they continue to be successful. Dave Yates indicated we have one coming up in November. That one won't be as busy as the January one but it will still have 220 to 230 people. The January one - the pre-Super Bowl weekend, that one is sold out every year.

Selectman Routsis asked on line registration - April? Dave Yates said hopefully. Chrissy is working with Lisa and hopefully we'll see that sooner than later.

Chairman Coutu asked why not next week. Mr. Yates stated we're coordinating with IT. It will be soon. That is on a hot sheet.

Selectman Morin asked when do you start your new year January for registrations and stuff. Mr. Yates said no we just did basketball. We're done until the next big one will be the summer program in the spring. Lacrosse is coming up - usually January/February. Selectman Morin thought that's a fair time to have that on line.

Selectman Routsis stated we should have that discussion with IT. I just wanted to know if he had a time. Selectman Morin said that was one of my questions.

Chairman Coutu asked are you requesting an agenda item. Selectman Morin said it's gone long enough. Selectman Routsis state the last e-mail or correspondence I had with everyone was it will be in time for spring but I think we should. It's been a few years. In all fairness if you don't mind, Chairman Coutu asked to move that out 2 or 3 weeks in order to give her time to gather information as to why she couldn't do it by the January/February timeframe. Donna Graham asked which meeting the last meeting in November or the first meeting in December. Chairman Coutu didn't want to go that far out. That's a whole month and a half if we go out to the end of November. The last meeting in November whatever it is. The week after Thanksgiving - the 27th.

Steve Malizia noted he has an outside the budget request. He has no warrant articles but he has this request.

Chairman Coutu said it's a merit increase. I don't know what this about.

Dave Yates explained request an hourly increase and rate of pay for our part time Senior Services Coordinator and our part time Office Assistant. Both employees have been with us over six years. They've only received cost of living raises. They're both exceptional assets to our department. The increase would be \$16.73 to \$17.73 per hour. The Rec. budget this year is less \$19,816 for a decrease of 3.9 percent. If this is approved by the Board, we would still be turning in \$16,800. I think you're familiar with both employees. They're outstanding and they've been here over six years and just receive cost of living raises. It's a \$1 an hour a raise.

Chairman Coutu stated I'm very familiar with the Senior Service Coordinator Lori Bowen. The other one works directly for you. Mr. Malizia indicated they both work for you. Chairman Coutu stated they in effect have received the cost of living increases. Mr. Yates agreed. Chairman Coutu asked on the \$2,995 would does this cost include FICA. Kathy Carpentier said yes. Chairman Coutu asked if there were any questions before I entertain a motion to see where it goes. If not, I'll entertain a motion.

Motion by Selectman McGrath, seconded by Selectman Routsis, to budget a merit increase from \$16.73 to \$17.73 for our Senior Services Coordinator and Part-Time Office Assistant. Total including FICA will amount to \$2,995.

Selectman Routsis thought they are both dedicated and do a lot. We're trying to equalize as much pay as possible. I think it's fair.

Chairman Coutu thought for a Senior Coordinator, I didn't realize the pay for that position. If we were to go to other municipalities, Senior Coordinators make an awful lot more money that what we're paying. I will be supporting the motion.

Vote: Motion carried 5-0.

Kathy Carpentier stated this completes walking through all the departments and all the warrant articles that have been given to you at this point.

Before we wrap this up, Chairman Coutu stated I don't think we're going to need a meeting on October 30th.

I think tomorrow evening we can wrap this up. If there's anything you want to add or delete, tomorrow night would be the night to do so.

Steve Malizia indicated you left a spot on the agenda so that you could complete and review the default budgets and revenue which we've put together. Kathy Carpentier said the operating budgets need to be forwarded. Other than outside of the budget requests and will affect the number, there's nothing...Ms. Carpentier stated you have no pending items. Everything has been addressed. Chairman Coutu stated you'll be able to come in with a new proposed tax rate and we'll look at revenue to see if we can offset it somehow. Kathy Carpentier noted I can tell you the operating budget right now is at \$5.57 for the town which is \$.03 more than the current tax rate. Chairman Coutu asked to look at revenue tomorrow night. If we can't do it, we can't do but we will look at it and see if we can do it. It will depend on both of your recommendations. Between now and then if you take a look. If there's nothing, there's nothing. We'll keep it at \$.03 and let the voters decide. Any closing remarks?

5. DEFAULT BUDGET, REVENUES AND FORWARDING WARRANT ARTICLES
6. DISCUSS WRAP-UP MEETING ON THURSDAY, OCTOBER 30, 2018 (IF NEEDED)
7. ADJOURNMENT

Selectman Martin asked are we going to talk about those other things tomorrow night that we discussed earlier - the newspaper. Chairman Coutu said yes. We'll take care of that tomorrow evening. Let's not do it tonight.

Motion to adjourn at 8:56 p.m. by Selectman Martin, seconded by Selectman Routsis, carried 5-0.

Recorded by HCTV and transcribed by Donna Graham, Executive Assistant.

Roger E. Coutu, Chairman

David S. Morin, Vice-Chairman

Marilyn E. McGrath, Selectman

Angela Routsis, Selectman

Normand G. Martin, Selectman