

HUDSON, NH BOARD OF SELECTMEN  
Minutes of the October 15, 2018 Budget Review Meeting

1. CALL TO ORDER - by Chairman Coutu called the meeting of October 15, 2018 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Town Administrator Steve Malizia.
3. ATTENDANCE

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

Staff/Others: Steve Malizia, Town Administrator; Donna Graham, Executive Assistant; Kathy Carpentier, Finance Director; Jess Forrence, Public Works Director; Paul Inderbitzen, Moderator; Lisa Nute, IT Director; Fire Chief Rob Buxton; Dick Empey, Chairman Benson Park Cte

4. NEW BUSINESS

- a) 2018 Tax Rate

Chairman Coutu recognized Finance Director Kathy Carpentier.

Kathy Carpentier stated this is the time of year where we set the tax rate. It is the second tax rate that will be going out - the final 2018 tax bill. I come before you as I have in the past to ask to use \$600,000 as budgeted of the undesignated fund balance to support the tax rate as we planned last year when we were doing the 2019 budget. Our unassigned fund balance has \$6,319,310. This would support a tax rate of \$20.10 that is the town, school, county rate altogether. This tax rate represents a 1.9 percent increase or a \$.38 increase over last year's tax rate of \$19.72. By using this \$600,000, we still maintain a 7.8 percent of our gross appropriations which is a healthy fund balance. If you would like to entertain a motion to authorize the use of \$600,000 of the town's \$6,319,310 of unassigned fund balance in support of a tax rate of approximately \$20.10 per thousand as recommended by the Finance Director.

*Motion by Selectman McGrath, seconded by Selectman Routsis, to authorize the use of \$600,000 of the Town's \$6,319,310 Unassigned Fund Balance in support of a tax rate of approximately \$20.10 per thousand, as recommended by the Finance Director.*

Selectman McGrath pointed out that the town's portion of the tax rate has actually gone down. It's the school portion that pushes us beyond.

Kathy Carpentier agreed. The town tax rate is down \$.18 per thousand which if it was a stand along tax rate would save the average single family home about \$54. The county is down \$.04 which is about a \$12 savings to the average taxpayer. The school which is the local school and the State is up \$.60 which is a cost of \$180. The net impact to the average single family home of about \$300,000 if your home is assessed at \$300,000 would be about \$114. Yes our tax rate is down due to good fiscal management but also because we have the one-time hit of the new fire station. That comes out of the budget.

Chairman Coutu wanted to point something out to further elaborate on the breakdown of the cost. As I was going through the budget, and of course I knew this was going to be presented. So let's assume the average home were \$250,000 and we were assessing the new tax rate with the \$600,000 we're applying towards the tax rate. On a \$250,000 home, the tax rate would be \$5,025. The town's portion of that \$5,025 is \$1,384.89. The school portion of that \$5,025 is \$2,817.52. There's an additional State's education tax. That's an additional \$287.43 and the county is \$535.16. If you're looking at the numbers that directly impact the town, the town is \$1,384.89. The school is \$2,817.52 - more than double what the town portion of the tax is.

*Vote: Motion carried 5-0.*

5. BUDGET PRESENTATIONS

Chairman Coutu recognized Town Administrator Steve Malizia for an introduction to the budget.

Steve Malizia explained a little quick introduction. This is the Fiscal Year 2020 budget. It's hard to believe but this will start next July so July 1, 2019 through June 30, 2020. That's the budget year we're looking at. The Board asked departments to come in level funded with up to three major priorities either identified separately outside the budget or possibly as warrant articles. When we rolled everything up, it looks like the total appropriation for the operating budgets including sewer, water, and general fund to \$32,239,258 and is offsetting property tax revenue - automobile registrations, ambulance revenue, interest on bank accounts, etc. That's \$15,792,184. That gives us an operating budget of \$5.52 per thousand. So right out of the gate its 552 compared to 554 which the Finance Director just articulated. So that is a two cent (\$.02) decrease not counting separate warrant articles. Right now there are some additional warrant articles. They add about \$.07. Labor contracts are not here yet. They're not costed out and some of them are not settled. I do believe health insurance costs have been rolled into this. At this point in time, all the major expenditures are in this budget. I believe you start with Fire this year.

Fire (5710 - 5770 & Warrant Article H)

Chairman Coutu said the first budget we're going to be reviewing is the Fire budget. As we have done in previous years if you have any questions please raise your hand and we'll be sure to get your questions answered. Hopefully we'll get our questions answered. If there's something that you wish to hold for consideration at the time that we finalize the budget and you want something held for consideration at a later date, simply make the request and we will highlight that item and be certain to go back to it at a future date when we review the entire budget for formalization of the budget. Fire Chief Rob Buxton welcome. You're the first to make a presentation this evening so the floor is yours.

Good evening Mr. Chairman and members of the Board. Along with me this evening I have my Executive Coordinate Erika LaRiviere. She joins me as part of our administrative team this evening. I'd like to take a minute and thank you for the opportunity to present the FY20 budget to the Board of Selectmen. I'd be remiss if I didn't thank members of the department that helped us put this together. When we review the activity from FY18's budget, we had over 16,000 recorded requests for service from the organization. That's 3,900 emergency incidents between Hudson and Litchfield, over 9,000 non-related emergency incidents that the Operational Division did. Our Inspectional Services group issued 2,241 building permits and conducted 3,800 inspections. The goals for our budget this evening are pretty standard from the FY19 requests - prepare our people, consistent risk reduction programs within the community, and deliver an efficient delivery model for emergency services. We generated just north of \$1 million in revenues last year. We bring forward a budget that we believe represents the organization well this evening, and one warrant article for your consideration.

5710 Fire- Administration, page 3

Chief Buxton explained 5710 Fire Administration this section of the budget covers all the salary and benefits associated with the administration, associated operational costs. Some of those operational costs are department wide this year. You'll notice a couple lines to review. We have a yearly subscription in our budget. That's going to be basically regarding our customer service program that we overlaid in Inspectional Services. That was up \$400 and we also have an overlay for a copy machine that was put into the new fire house. One of the things that we did is we went with a single unit for printing. So it's a printer, scanner, copier machine that's part of the contracted service that we all buy into with the town. Office supplies was slightly up. Payroll is at zero. Our operational costs is up one percent.

5715 Fire-Facilities, page 8

Chief Buxton noted this is the building maintenance line. That covers basically all five of our facilities now. We're still budgeting for the heat and electricity for the old Burns Hill Station. We've reduced the numbers regarding heating oil and electricity for that facility but this budget also represents the overlay of the

operational costs in the new facility on Lowell Road. You'll notice an increase in our electricity and our natural gas that is a natural gas facility. Those numbers were based off of our operational costs for Central Station facility is similar in size. This year we overlay those costs into the operational budget and next year we'll have a better snapshot as our true operational costs after having a year underneath our belt.

Chairman Coutu asked the previous section 5710 -the Souhegan Mutual Aid Response Team. Is that what we talked about? Chief Buxton said yes that's a hazmat team.

Chairman Coutu stated on this particular portion 5715, Fire- Facility electric 206. On 206 the amount went up \$10,000. In your explanation you talk about five buildings. I thought we had the administration building, Central Fire Station, Robinson Road, and Lowell Road. What is the fifth building? Chief Buxton stated you also have the operational costs in our budget for the old Burns Hill Station. That's still budgeted under the Fire Department budget - heating oil, maintenance of the facility, and electricity. Chairman Coutu stated you're assuming that you're going to support that building for an entire year? Chief Buxton indicated the Board has not given any direction not to. Chairman Coutu said not tonight, could you extract all of the costs that are in your budget for that building and tell me what the number is by the associated cost numbers for those within those.

Chief Buxton said we can put an estimate together for you. We're in the process of mothballing that building. You're looking at an estimate on our part. We've taken the liberty of moving heat down to 50 degrees just so we don't have a frozen well and things like that. Electricity we've cut back so there's no parking lot lights and that type of stuff. There are some associated costs to keep that warm. Chairman Coutu said the increase on the 210 which is gas, that's increased by \$8,000. Is that included the fifth building? Chief Buxton said yes and that is specifically to the fifth building because that is an entire natural gas facility down there on Lowell Road. Chairman Coutu noted this is for the new building only. Chief Buxton stated no. This is Central Station and Lowell Road. Those two facilities are on natural gas. Chairman Coutu said it's up \$8,000 but we're estimating the costs and you obviously budgeted it to make sure you had plenty of money to cover that just in case. Chief Buxton stated the reality is when we did a review of our utility bills through last year. We were in the high 90 percentile for hitting our budget on utilities so we took the average cost for Central Station and multiplied that out by 12 months to come up with the amount.

#### 5720 Fire-Communications, page 12

Chief Buxton stated the communications line covers the fire dispatch center. This is our three transmission sites - five receiver sites that are licensed under the FCC. Telephone lines you'll notice the reduction in telephone lines. You'll notice a reduction in the overtime line this year. The overtime line is built on a three year average and I think that is attributed to a couple of things. We've had a very stable work force in communications over the last three years and if you remember correctly two contracts ago we changed the work schedule in there. So they went to a different work schedule, seeing less vacancies, and less turnover. Our operational budget is down 2 percent and payroll at this point is now 4 percent.

Chairman Coutu stated that's commendable. Overall that portion of the budget is down \$10,000 for the people at home. Any other questions.

Selectman Martin heard through all these years that I've been sitting on the Budget Committee looking at combined dispatch. Now I only said that word. Let's erase it from our memory. Is there a reason why you only have four dispatchers? Chief Buxton stated we have four dispatchers and that's the operational group that they operate on. We operate with one dispatcher in communications at a time - 12 hour shifts.

Selectman Martin said I know there's been thought put into combining the dispatchers. That's not where I'm going. What do you think if all the dispatchers from both departments were put in a union by themselves and we have the dispatching department so they're all cross trained to dispatch all aspects of the community? Chief Buxton thought that's a very fundamental question that has several labor contracts that will need to be examined and how we're going to extrapolate people and move them around into a new labor agreement. Without seeing the framework of that and how that rolls out, it would be irresponsible of me to give you an opinion on what the impact would be organizationally.

Chairman Coutu noted well answered. We've broached that subject several times over the years in our discussions. Good answer. Thank you Sir.

Selectman Routsis asked do you need more dispatchers or are the four working for you because you have roughly an overtime another person. Chief Buxton said our operational staff is one dispatcher in there at a time. When you look at the overtime line, it would become difficult on how that flex time would be scheduled. We used to have part time employees in there and in our history what we saw is we had a turnover issue in regards to they were always working weekends or they picked up one night here during the week. Retaining them was a difficulty.

5730 Fire-Suppression, page 16

Chief Buxton explained 5730 represents the suppression. This basically covers your emergency operations area. The increase in payroll is due to the additional staff that was added by the SAFER grants. You have an offsetting revenue in there that will bring that line down. Lines in the operational budget lines reflect increase. There was the lease purchase payment for the pumper that we discussed a few weeks back. Year one of small fleet vehicle for turning over this year. Call volume increased by almost 500 runs this year. Medicals increased by 643. Our fire activity saw a slight decrease.

Chairman Coutu asked on the suppression salaries, why have they gone up \$200,000? Chief Buxton indicated that was the overlay of the SAFER grant personnel. We account for - and Kathy will help me if I speak out of turn here - we account for the salary in this line but there's an offsetting revenue of \$262,000 to bring that number back down. Selectman Coutu stated the overall budget in 5730 is up \$400,000. I know that the truck is in there.

Kathy Carpentier noted \$362,000 was approved by the voters for the four new firefighters. So for gross appropriations, we have to put the whole \$362,000 in his budget and then there's a revenue off on the revenue page. So his budget is up \$362,000 because of the approved warrant article.

Chairman Coutu said the suppression salaries does not include FICA, retirement. It doesn't include all those. I'd have to add all those up.

Kathy Carpentier directed Chairman Coutu to page 22. On the top, you can see the four placeholders for those firefighters. Chairman Coutu said I saw that when I was going through it. I saw the placeholders on the four. I was forgetting about the revenue. Steve Malizia stated we have to gross appropriate so that number is up but there's revenue over here so the tax rate doesn't take the full hit. Ms. Carpentier indicated the net tax impact is less than \$90,000. I think it's like \$87,000 which is like about \$.03 on the tax rate.

5740 Fire-Inspectional Services, page 23

Chief Buxton said 5740 covers the salary benefits and associated operating costs for the Inspection Services area. Operationally we're down two percent. Payroll is also down two percent. Those decreases are basically the work we did looking at telephone costs, meals in town - we hadn't spent that money over the last couple of years so I deleted it. It was marginal and then we brought the overtime down to a three year average. We had a small increase in publications this year.

Chairman Coutu asked do we make good use of all those publications. Chief Buxton said we started moving all of our code reference material and all that type of stuff to on line subscriptions now. Instead of being manual books. So you buy one subscription and it becomes available for the entire organization across boundaries. So from the building inspector to the fire captain across the floor. Its money wisely spent.

On page 25, Selectman Martin asked FICA and stuff are not calculated. Kathy Carpentier stated the firemen only have to pay the Medicare piece. They don't pay the FICA piece. The offset is in the pension. They have higher pension rates less tax rates.

5750 Fire-Ambulance, page 26

Chief Buxton explained this section of the budget covers the operational costs and payroll lines for the emergency medical services, ambulances, registration, licensing, and training, medical equipment and supplies. Increases in this area of the budget this year are small equipment maintenance for Physio contract for our defibrillators, some large equipment maintenance costs, training for paramedic school which actually went up this year. We had seen a flat line in that the last two budget cycles but that cost went up. Medical supplies were a little bit on the increase this year so that line went up. Reflecting a decrease, we've removed some repair money in large equipment repair because of the age of the two front line ambulances. Again our telephone lines are down and cost savings in that area.

On the medical supplies, Chairman Coutu stated the costs go up. It's relative to our billing process, right? Steve Malizia said the revenues go up so...Chairman Coutu stated the revenues offset some of that increase. Okay. Any other questions.

5765 Fire-Fire Alarm, page 30

Chief Buxton noted this section of the budget basically covers our 350 master boxes, 56 miles worth of fire alarm cable town wide, and the 9 fire alarm circuits to keep them operational. We still run the 100 mill system within the town. It's one of the most reliable systems out there. We continue to hold on to that.

Chairman Coutu said the year we had the ice storm and we were severely impacted, were the costs that were related to the repair was it sufficient in this line item at that time? Do you remember? Chief Buxton said you would have been surprised in all actuality during the ice storm. Our system continued to operate very well. We ended up with some open circuits basically from the strain being put on the wires from the trees coming down. Those were simple repairs in the junction boxes and very operationally sound.

5770 Fire-Emergency Management, page 32

Chief Buxton stated basically in this line again we looked at our telephone costs and renegotiated some of those costs and we reduced some printing. So you'll see a consistent theme through the budget looking at telephone costing for cellular activity and stuff and then the printing. We are going into a phase this year regarding updating the emergency operations plans so next year there won't be less printing that needs to be done.

5777 IT-Fire, page 34

Kathy Carpentier stated we will look at all IT functions at the end of the night when the IT Director is up. We're going to skip over this one now and I believe that's it for Fire other than the warrant article.

Chairman Coutu asked do you want to do the warrant articles while the department head is here or do you want to hold them all and do them at the end? Selectman Martin noted we might as well do them while they're here.

Kathy Carpentier indicated Warrant Article H.

Chief Buxton noted this evening we're actually proposing a change to the budget theory in the way we budget for the emergency medical services within town. We're asking you to consider taking 50 percent of the revenue and creating it into a revolving fund to offset the costs. Basically if the voters were to approve the warrant article that would mean in the FY2021 budget you would remove 5750 out of our operating budgets. Our actual operating budget would go down by \$112,000 and you would have this revolving fund very similar to what you have for HCTV to operate out of. We would propose a budget. We would bring that to you. You would be the agents to expend and we'd move forward from there. It is allowable under State RSA. This would take care of a couple of things. It would allow us to budget for all of our ambulance services. That would be equipment, maintenance, supplies, education, any updating we needed to do to the fleet, and administrative costs. So we can actually fund the EMS Supervisor's position because it's an associated cost within the ambulance out of that fund. That is what we're proposing to you this evening.

Chairman Coutu asked what is the benefit of doing that. Chief Buxton noted a) it takes it off the operating budget. Chairman Coutu said that's where I'm going. Doesn't that make it less transparent? Chief Buxton didn't believe it does. I think it gives you actually fuller transparency. What I mean by that is this. Currently right now as a taxpayer in town you would pay for the availability of the service in your tax dollar. If you utilize the service, we would collect a user fee and then the collection of that user fee would go under this fund to offset the disposal medicals, the fleet, and those types of things. I think it separates it out from the operating costs which State RSA obviously has highlighted it as an acceptable way of doing that. We would continue to propose a budget under the revolving fund and we believe that it would be a better way to go about budgeting that. The transverse side of that is you continue on with what you're doing and you continue to budget that so all your disposal medicals, all your rentals, all of your defibrillators would come out of your operating budget and then basically you would continue to take the money that was generated from the ambulance and then it would go to the unassigned fund balance like it is today. This is just a different way of looking at doing the business. It would afford the Board the opportunity to not have to fund the capital reserve fund that we were told two years ago that we needed to continue to put it on the ballot. It would create a fund for funding the ambulances and those replacements going down the road if the Board chose to do it that way.

Chairman Coutu thought it was less transparent. I don't see how you can argue that you think it's more transparent to take the money. We're going to take those line items out of the operating budget. Where are the people going to see those line items? Chief Buxton said because we would still propose a budget to you. Chairman Coutu asked what are you going to do with the surplus. Chief Buxton stated the surplus goes into the fund. The other 50 percent continues to go into the unassigned fund balance as it does today. Right now you're taking all of the revenue and putting it into the unassigned fund balance. Chairman Coutu noted which benefits the town. Chief Buxton didn't disagree. Chairman Coutu stated you want to take 50 percent of that money...Chief Buxton said and remove it off of my operating budget and put it into a specific account.

Chairman Coutu asked so it's 50 percent of the revenue not the cost of operating by those line items. That 50 percent could exceed what your...Chief Buxton said absolutely. Chairman Coutu asked what happens if the budget is \$400,000 and your 50 percent of the revenue is \$500,000. What are you going to do with the extra \$100,000? Chief Buxton indicated I need to come to you to spend the money. So you would hear that budget request would fall under the same purchasing policies that we have today and that money if we don't utilize it all continues to roll forward. It's no different than a capital reserve fund does. Based on my example, Chairman Coutu said the revenue is \$500,000. You have 50 percent. Your need for \$400,000. You have \$100,000 surplus and this continues for three years. Our unassigned fund balance loses out on \$300,000 because it's forever going to roll over in your budget in that line item - capital reserve fund. Chief Buxton didn't disagree with the way you're presenting the math. Absolutely that will continue to grow but when we set the 50 percent what I looked at was saying okay how do we set the formula so we become self-sustaining for those costs. So you have your disposal medicals. Defibrillator replacement is \$100,000. We don't do that every year. We need to put a piece of that aside so as your building your revolving fund, you're putting small sections of that aside for your bigger purchases as they come down the road. Chairman Coutu asked if that included ambulance. Chief Buxton said yes. All the capital equipment.

Selectman Martin thought he could clear up some of the confusion. It's going to drop the tax rate. Instead of the taxpayers paying for it, the ratepayers are going to be paying for it. It's revenue, right? Kathy Carpentier said you're losing 50 percent of the revenue. However, it would be a tax impact in the first year but three years down the road, he might need to buy stretchers, and an ambulance, and he spends more than in his example \$500,000. He'd have the other \$100,000 that he had from the year before and that's why it's a revolving fund. Just to clarify, we set up a fund that's specifically for all the revenue and the operating expenses and capital expenses. That, too, will be part of all the reporting similar to the senior activities and the cable. This is similar to that.

Selectman Martin asked am I not correct or tell me if I'm not correct. Right now as it stands that revenue goes into the general fund. It comes from the ambulance. That's the ratepayer, correct? Ms. Carpentier agreed. Selectman Martin said everything that he's doing right now putting our money into the capital reserve fund to purchase ambulances and stuff like that will come from that 50 percent. So everybody can understand that's watching this, 50 percent of that money is coming from the ratepayers and not the

taxpayers. I understand there's other logistics to it but the proposal here is to stop more the ratepayers and less the taxpayers is my understanding.

Kathy Carpentier stated I think you're almost there but right now there's \$800,000 fees coming in for ambulance and his costs are anywhere from \$200 to \$300 depending on whether he's buying an ambulance or funding a capital reserve fund. So half of \$800 is \$400. He spends \$300 one year. He has \$100 left over. As I explained, the next year he could be under. He needs more appropriations and he can tap into that with Board approval. He does not need taxpayer approval. So if that's the transparency you're speaking of, that's the only thing he loses is having to ask the voters to buy the ambulance. It's in the revolving fund. He does need to ask this Board and follow the bidding, and purchasing, and everything else is still the fund and the fund would be self-sufficient or he couldn't buy whatever he's proposing to buy.

Selectman Routsis asked do you know how long this RSA has been around and do you know of any other fire stations that are using it? Chief Buxton said Epping, Exeter. I believe Hampton also is using it. It's very popular on the seacoast. Derry fire actually may have one also.

Kathy Carpentier noted the RSA says it was sourced in 2005 so I do not know if that's the beginning or when they wrote it.

Ultimately, Chairman Coutu asked is the purpose of doing this to protect the town from not having the funds available to purchase emergency vehicles primarily as a result of having to put every year warrant articles before the votes. Chief Buxton explained the thought behind looking at this process from my vantage point was looking at how do I assist you in keeping the tax rate level and not having the spikes and valleys of my request coming in and saying okay we have \$150,000 in the capital reserve for the ambulance. Every three years we buy an ambulance. I now need to come in and ask you for \$100,000 on top of that \$150,000 that's in there. An ambulance between the stretcher, the stair chair, and the defibrillator is just about rounding out to about \$270,000 now. The stretcher and the stair chair has a life expectancy of eight years which is the length of time that we actually hold on to an ambulance. I'm trying to find a way to offset that cost without having something on the warrant every single year and providing you the opportunity to budget for it more levelly. That's purely where the suggestion comes from. If we choose to go the other direction and use the capital reserve funding, my suggestion is that we would entertain a warrant article this year to put money into the capital reserve fund that has been established and continue with that path. This is purely a suggestion from my office.

Selectman McGrath asked the fees that you collect from the ambulance service now all of those go into the general fund so they're not earmarked just for fire so anyone with a need we could take that money out of. Chief Buxton indicated that would be more of a question for the Finance Director than for me. Selectman McGrath understood what you're going through.

Kathy Carpentier said yes it's in undesignated fund balance and with approval anybody could get the approval to use it.

Selectman McGrath stated this is ensuring that the Fire Department has money set aside for the ambulance service that the users are actually paying for. I get it. Thank you.

Chairman Coutu said they always have anyway because you have plenty of revenue and you have a larger budget than the revenue that comes in. Chief Buxton indicated we've had very great support from this community regarding the ambulance service in town. I think it's just a different way of looking at funding it. The recommendation was brought forward as I said basically the work to try to keep our requests flat. Chairman Coutu told the Chief we're all set. Thank you very much.

Steve Malizia stated whether you choose to do it now or choose to do it later at the end, you do have to forward or not forward articles to the warrant. When it comes to that time, you do have to take a vote one way or the other.

Chairman Coutu noted typically we've held them all to the end which I thought was cumbersome. If someone is prepared I will entertain a motion to recommend Warrant Article H to the ballot.

Motion by Selectman McGrath, seconded by Selectman Martin, to forward Warrant Article H (Establish an Emergency Medical Services Revolving Fund) to the ballot, carried 5-0.

Dept. of Public Works (5515, 5551 to 5556 & Warrant Article I)

Chairman Coutu recognized Public Works Director Jess Forrence.

Jess Forrence stated a lot of years putting in input. First year actually presenting. Chairman Coutu said welcome to the firing line. Mr. Forrence said wide shoulders, strong chest. Chairman Coutu commented you'll survive, you always do. Do you want to make a general overview? Mr. Forrence stated what I'm bringing forward is what the board requested on as close to a level budget as we possible could and you're going to find out there's a couple things in there we went up on just to see if we could make things fit better and don't scramble at the end of the year to make things work. Everything else is pretty close. A couple things at the very end for consideration. Whether it goes forward or not is going to be up to you guys.

Chairman Coutu said a page that we have before us and it talks about the replacement of dump truck bodies. We're not replacing the equipment itself. Jess Forrence said no. Last year we spent \$40,000 on four different trucks to repair the frames on them that the salt and the dirt had got into. It was actually a bad design through Mack. They admitted it. They said it and they also sent an apology letter. That was about as much as we got out of them. This is the bodies that goes on those trucks with the framework being done, the work we've done with transmissions and everything out there, just normal wear and tear and getting the bodies done. We're probably looking at another ten years with these trucks. It's a great investment. Chairman Coutu noted it will just add additional years of life to the vehicles. Thank you so much. So that's the \$77,000. I'm good with that.

Steve Malizia indicated there's a roadside mower in there too.

Mr. Forrence said the roadside mower I'm going to actually take that out. When we put that together, we were trying to keep this roadside mower going until the July timeframe. Actually we just did a PO up and you probably saw it for \$15,000 because it just didn't last that long. Putting the \$15,000 into it is going to extend it out I think until the year after. I think we'll be in pretty good shape until then. It will also fit into the five year lease plan that we have going. This would have jumped one year. We would have been a year earlier than we really wanted to. It will fit there. Chairman Coutu said the \$29,000 could conceivable come out. Mr. Forrence agreed.

Selectman Routsis asked does it make more sense for us as a Board to potentially look at just getting a replacement tractor now on the lease for \$29,000 as opposed to spending \$15,000 to get one year to then do \$29,000 or did I get that wrong? Jess Forrence said no. I like the way you're thinking but when we talked to the dealer he said well if you want to hold off the \$15,000, you're going to have a machine sitting there that's not worth anything. He said you could put the \$15,000 into it. In two years, it will probably be worth \$25,000. We still have months to go with it. We'll still use it until snow flies and then we'll use it in the springtime like we always do until July and now beyond.

Steve Malizia pointed out these are not in the budget. This was his other budget request. Just so you know, you're not going to find these in the budget. If you want to circle back at the end and come look at those dump bodies, I think that would be appropriate but what he's saying is you don't need to look at the roadside mower.

Chairman Coutu reiterated we can take the roadside mower out of 403 the \$29,000. The request would be for \$48,000. That would be outside the budget request.

5515 Public Works-Facilities, page 5

Mr. Forrence indicated this is just normal every day. Like it says electricity, water, sewer, phone, natural gas, radio repairs, building maintenance, janitorial supplies. There's no increase on anything. Salaries and benefits are out of our control. Everything else is pretty straightforward.



Selectman Martin asked the building that's over by the pickle ball park, do you still use that? Jess said yes. It's still cold storage.

5551 Public Works-Admin., page 8

Mr. Forrence stated basically the same thing for what it says: phone, newspaper ads, equipment rental when needed, registration fees, trainings - none of that is funded anyway - postage, printing. All of that is pretty much level funded. Newspaper ads went up only because the advertisement they're doing for new hires if figured lifting that a little bit would be a good thing.

Administrative training. Selectman Morin asked do you think we should put something in there after our discussion. Mr. Forrence said that's fine. Absolutely if you wanted to do something. We've already gone through a couple segments with Primex which is free. I've not run into anything that is an added cost yet and we have looked at a number of different things. If somebody wants to put something in there, I'll never say no.

Chairman Coutu stated we can do that one of two ways Selectman Morin. We can try to make available those training opportunities that are available at no cost because we have memberships in NH this and Primex is our insurance carrier. They offer us training but there may be training as we have talked about in other situations that are above and beyond and need a little more expertise. We might have to pay for it. We can either add to the line item which I wouldn't object to or we could take it out of any surplus that he might have. If not, we have money in our budget that we could use it. If you want to identify it specific, I don't know what we're talking about \$500,000? Selectman Morin said I don't either. Why don't we this year just go with the surplus or what we need to at the end of the year because he still has to investigate the type of training and things to that nature. Next year we can put a cost to it.

Chairman Coutu said if we have a very difficult winter, we'll do like we did. We'll look and see what's available in other budgets but if you determine that there's specific training that these guys should really go to or depending on what their assignment is, they can go because they use a certain type of equipment than others don't. Feel free to send them to the training. The more the person is trained, the better it is for the town as a whole. Unless there's any other questions, we can move to page 11.

5552 Public Works - Streets, page 11

Mr. Forrence noted this is the other maintenance part of it - brush cutting, medical exams, traffic light maintenance, street marking, the gasoline, the salt of course is the big one. All the rest of it and everything there is pretty much level funded also.

Chairman Coutu noticed on gasoline - and I didn't even pay much attention to the Fire Chief's number. I should have looked at that. Gas last year was slightly lower than what it is right now. Mr. Malizia indicated we've budgeted \$2.50 per gallon for fuel - so all the way across the organization. Chairman Coutu asked what did we budget last year. Ms. Carpentier said the same \$2.50 for both gas and diesel. It's been pretty steady. I think his usage was down because it wasn't that bad of a winter. I hate to say that.

Jess said talking to the fuel distributor, he said yeah if he could predict commodities, he wouldn't be doing what he's doing right now. He said he felt pretty comfortable as long as the storms stayed away from the Gulf of Mexico and up around Texas and everything, there shouldn't be a problem with anything.

Selectman Routsis asked do you know if we have I guess a paving plan like what streets when based on usage, life, and...Mr. Forrence stated it's been an ongoing battle trying to get every street done that every person wants done primarily. It coincides with sewer work that we do. Drainage work we do. Water work that's done coinciding with gas company on what they're digging. With all the stuff happening in Massachusetts, believe me the list that they want to come up with is big. We'll let them dig a street. We'll look for contribution back on paving it and if we can fit that into our budget, then we'll do the whole street so it doesn't end up looking butched. Selectman Routsis asked do we have anything that says - I'll just use my street as an example. Cardinal Drive was paved in 2000 and I know it needs to be done again. Mr. Forrence said I don't put a name on anything until the budget gets passed. This way we're not throwing

names out there to people and then all of a sudden we have to pull back. Until everything gets passed and we really start putting pen to paper, that's when we decide what streets.

Chairman Coutu stated I know I've never called and asked for any particular street to be paved. I remember when the funding was increased by the voters to increase the amount of paving that we were doing in the municipality, Mr. Burns had stated that he and he alone would decide what needed to be based on need and not based on doing any Selectman or any person in town a favor. If there was a need, he would address it accordingly. Jeff Forrence noted a lot of it depends on how the winter goes with roads falling apart. If something comes up that bites us real hard, we take care of it during the town wide paving but we always look at utilities first before we pave anything.

On the medical exams, Selectman Martin commented you say requiring drug and alcohol testing. Is that once or do you do spot checks. Mr. Forrence said spot checks on all the guys. Anybody that holds a CDL license any time. I can do a spot check just be talking to somebody in the morning that doesn't seem right. He goes for a test. It's mandatory.

Selectman Routsis wanted to clarify. I'm not asking for my street to be paved. My street is fine. I'm just saying be proactive and if there's a ten year life span, there's a ten year lifespan. If my street is not good, I'll drive over my lawn.

5553 Public Works-Equipment Maintenance, page 18

Jess indicated this was the one that had the increase in it but everything is done here through not only our equipment for town hall vehicles also coming down for oil changes. Chemicals that they do use and all types of repairs. The one that has increased is 307 the tire account. It went from \$24,500 to \$30,000. Sitting down with the foreman especially with the head mechanic in this one, he says he wasn't sure how he was going to make it work. He's got to do tires on the grader and those are about \$2,000 apiece. Usually we can steal from Peter to pay Paul and so forth like that at the end of the year. This one is a tough nut to swallow. That's the only thing in here that I would look at seeing if I can get the extra money for.

Chairman Coutu stated I had a purchase order before me I think a week or two ago regarding tires. I thought they had gone up considerably. Mr. Forrence noted it's the tires for Town Hall. We do all the vehicles down at Town Hall. All of our vehicles. It is an added cost and nothing gets cheaper. Chairman Coutu stated you're only asking for a \$5,500 increase. I say only but it's an increase nonetheless and I know how your department hates to increase anything.

Steve Malizia commented I fought tooth and nail because I met with him and we did trim back other things but he was very passionate about we need tires to make our fleet run. Chairman Coutu noted this is a necessary cost of doing business. It's a necessary cost.

Selectman McGrath asked is that enough. Mr. Forrence said yes. We talked and we were happy with that.

Selectman Routsis asked does anyone here know if say the contract we have for purchasing tires is who we use for all of the departments or does each department kind of use their own. Chairman Coutu stated he handles all the municipal vehicles.

Selectman Morin asked you don't do fire either, right? Mr. Forrence said no we don't do fire or police. Kathy Carpentier noted he does Town Hall and Highway and Police and Fire do their own. Jeff Forrence stated if you get one general vendor then when you rely on somebody in an afternoon real quick to come in and repair a tire on the excavator or even the grater and things like that. The person looks at you and says you didn't buy your tires from me. Why do I want to come in the middle of the night or something like that to repair tires for you? We try to keep local as much as we can. The vendor that we do have has treated us real well over the years as long as I can remember. We're very happy with them. Chairman Coutu commented he's always been there whenever we needed a particular time.

5554 Public Works - Drainage, page 22

Jess Forrence stated basically just what it is: equipment rental, small equipment repairs, gravel, manholes, catch basins, pipes, fabrics, anything you need to repair something in the middle of the road. Chairman Coutu noted a slight decrease in that whole area.

5556 Parks Division, page 26

Chairman Coutu indicated this is a new division.

Selectman Martin asked didn't we select a foreman. Mr. Malizia said no we did not. We have prepared to but we pulled back with redoing the posting process. We did not assign anybody to this yet. Mr. Forrence said don't get this confused with Benson's because this is not the parks at Benson's. This is just the normal, everyday the highway garage, the Police Department, the Fire Department, administration buildings, cemeteries, and all the rest of it. That basically covers all the costs for that.

Selectman Morin asked should be rolling Benson's into this now that we have a Parks Department. Mr. Forrence indicated we're still trying to figure out what the cost is of everything especially the building. If you want to go that way, we certainly can. Selectman Morin indicated we got a pretty idea what it costs them to do maintenance in there, correct? So we could just transfer that over into this budget. Jess said if you want to transfer that over absolutely.

Chairman Coutu thought it was going to be in the budget. I didn't see Benson's written in here but we don't identify the different parks within the budget. Kathy Carpentier noted page 29 is Benson's. We've always had a Benson Park operations. Chairman Coutu understood that. Like Selectman Morin, I anticipated that it would come under the Park Department and the foreman would make the decision on which park they would work on. It would be in a normal rotation process. Jess said yes he will be.

Chairman Coutu supported rolling the Benson Park into the Parks budget if we can get rid of 5563. We can put it all under 5556. You could handle that. Jess noted whether it's on one sheet of paper or two sheets of paper, it really doesn't matter to me. Chairman Coutu noted this is the tough year because some of it is going to be estimated and then it all levels off the next year. I personally and certainly Selectman Morin we can make a motion to that to put Benson Park under the Parks budget. Jess indicated we can put it off a year whichever you prefer. We'll come back with some hard numbers for next year.

Selectman Morin said you have a pretty good idea. That was my question if we could bring the Chairman of the Benson Park up here real quick.

Before we get to Benson's, Selectman McGrath said I have questions about Benson but I have a question about this budget. That's the line item 122 the insurance benefits. Steve Malizia stated for new people, we don't know who it is going to be so we assume they have the maximum benefit program. In this case, Ms. Carpentier noted it won't be a new person. It will be a transfer from 5552 but since we don't know who it is, we assume the highest insurance. That's with any new hire in any department. We assume the most cost.

Selectman Morin asked these numbers for Benson Park are pretty standard which you found over the years what you guys need to take care of the park. Richard Empey indicated yes and no. If you've looked at the 5563, you'll notice there's a tremendous increase percentage wise this year. The numbers that we have in this budget are all pretty certain from past history. Where we're going off the edge here a little bit is the restrooms. Electricity, water and sewer and labor also for the janitorial for cleaning. If you notice those numbers...Kathy Carpentier interrupted and said if you go to page 30, you'll see I wrote "new" beside all the new ones that were pertaining to the facility so you could run right down.

Going back to your question, Mr. Empey said yes these numbers are all pretty secure and pretty well tested. As I said, the ones relating to the new restroom facility - I sat with Jess and we tried to estimate water usage, sewer usage, electricity but I guess the key word there is estimate.

Like the new fire station, Selectman Morin stated we're going to have to have a year to get some numbers so I understand that. You basically know when you need to purchase something go through highway anyways. So shunning it to highway is not going to affect your operations at all. Mr. Forrence stated no. We sat down before. Dick has gone as far as to call Nashua and ask them what it costs to Greeley Park

bathrooms and what they spend on chemicals and so forth. We've got a pretty good idea on it. Whether it comes in right on we'll find out.

Selectman Morin said I'm talking about the whole operation. If it goes under highway, it's not going to affect them cutting the grass or doing other things because it's got to go through you anyway. At this point I don't other than just transferring under the Public Works Department, it won't affect any of the operations in the park. I'd like to make that motion.

Chairman Coutu asked to review one line item. If you go to page 30, the top item - salary and benefits. On the overtime line - 105. Is that in Benson's? Mr. Malizia noted that is not in Benson's. That is in parks so you have to go to the parks line. Chairman Coutu stated I need Benson operation budget the second item - the \$15,239. I believe that would have to be eliminated because you're going to assign regular - it's Parks Department. So you're going to put that into the regular rotation for service to parks. Mr. Forrence indicated if we're going to do both, correct. Chairman Coutu asked do you need an overtime line or do you need an adjustment in the salary line.

Kathy Carpentier said may I ask some questions. I'm the one who kind of puts the core of the 100s together. It was understanding that you'd have a custodian who would do two hours per day every day but when we put together this budget, there was also Friday work done by on staff people that would be at an overtime rate. That's the way it's been working. I do realize that things may change but that is the way it was presented in the warrant article last year and the way that it's operating. Chairman Coutu noted that's what I'm saying can we eliminate it.

Selectman Morin stated at this point you don't have enough manpower to eliminate it. You would have to keep the Fridays to get some of the work done. You would need this overtime at this point until we get a full department. Right now you only have the one guy and some of the stuff they're doing on a Friday takes a crew.

Richard Empey thought if we look at that top line salary and benefits, the 440 hours of overtime we have historically had that. This provides labor above and beyond what the Public Works Department normally do in their weekly work such as we have a dead tree or a dangerous tree. They'll come in on Friday when the guys are normally not working and take care of those situations. That's just one of many. A heavy rain we have washouts in the roads that are kind of dangerous and they have to be patched. Numerous things of that sort. It has worked out very, very well on the overtime basis. In the past, we discussed using college interns and that type of thing. The big problem there is they're cheaper labor wise but they do not have the access to the Public Works equipment to use for this work such as the bucket truck. It is proven I think to be economically the right way to do it with that 440 hours of overtime. I don't think that we can eliminate that because we use it up every year. That's being fairly frugal. We're not wasting that money. We're not coming in there and doing nothing. It's used every year. If you look at the increase between FY19 and FY20, that's where the part time custodian comes in mostly. That will increase from \$16,200 to \$27,300 is basically for that part time custodian. The other thing while I have the floor here...Chairman Coutu noted you're all over the place. I'm looking for 16 4, 27 3. I don't see any of these numbers. You're not being specific enough for me to follow and in my opinion we're going way off base here with this budget. It's a simple thing.

Chairman Coutu asked when was the last time that you had - we created a new department. We're trying to identify people who can work in the parks in the summer time and they'll rotate in to the winter schedule. I don't like having a line identified as "Parks overtime" unless we required overtime in the parks in the Parks Department. I don't understand why we can't either 1) hire a new person because your department has not had an addition in manpower in how long? Years. We've hired more firefighters. We've increased the number by four. We have a request for more police this year. I don't understand why. We're not biting the bullet. Eliminate this overtime because this is just one section of overtime. There's others that occur all winter long depending on how bad the winter is you have an overtime budget. Why we don't just hire an additional body for the Parks Department. That's my opinion and then get rid of this overtime stuff.

Selectman Morin suggested I believe they're way down on manpower for the things that they've got to do. Where we don't know how this is all going to work out yet, I think if we leave the overtime in this this year,

we can get a good solid number for next year and then move forward if he needs two guys. We'll have a good base. If we just take another person right now, are you going to keep that person in the park Monday through Thursday and that's all they're going to do. There are still cases where you've got to bring in a whole crew to do some of the work. We're still going to have to get some other guys on overtime to do it anyway because two people can't handle some of the jobs that go on in there. If we leave this overtime in for this year, get some good numbers and see where they're going to go with the Parks Department, we can take it up next year.

Chairman Coutu stated we can do whatever but I was thinking we hired somebody and they would work Friday, Saturday, Sunday, Monday and Tuesday and have Wednesday and Thursday off or something like that and have a full time in the park in the weekends because of the volume of people that are in there and then still do some work maintaining the facilities and what not. If you want to put it off a year, put it off a year. If we were to transfer the Benson Park budget into the town Parks Department, there's still going to be a line that says "Benson Park overtime"? Is that what it's going to show in that Parks Department? Ms. Carpentier stated no it would just be parks overtime because you're going to lose the transparency. It's easy enough to combine the two departments but if you might lose the transparency. You're just going to have water bills, sewer bills. You're not going to know what's Benson's.

Selectman Morin asked why would you because it's not a separate department, it's a separate division. Why can't you have that separate under that division like you do for sewer and then you have Public Works? That's two different divisions and they have their own budgets, and their own overtime, and things to that nature where this is going to be a third division under Public Works. Kathy Carpentier explained but that's kind of what it is right now. Its Parks is the division and all the parks should roll up in there. If they're going to Greeley Park, or Merrifield Park, or whatever. Selectman Morin understood that as long as it stays in the park. The way I understood it you were just putting it in the general budget of Public Works. This would still stay parks. Ms. Carpentier said no Parks. The thing that says "Benson operations" and I'd roll it into the thing that says "Parks" but you kind of lose for the first year of operations some of the how much is the water costing for the new bathroom facility or the sewer. If that's not important to know - I mean you could do it but it's easier if it's separated for a year. I'm not trying to persuade you. Selectman Morin stated it's just a matter of documenting how much you spent for the bathroom wherever it is. That's not a big deal. Its a few more pieces of paper you have to fill out. It wouldn't be that hard to just keep it separate so you would know.

Selectman McGrath asked Ms. Carpentier if we put all of these line items under Public Works are we still going to see that it's attributed to Benson's. If it's not, then I don't think that we should be doing that. I think that the voters were asked to spend close to \$200,000 for bathroom facilities. They're not going to be able to tell if we roll this into the Public Works and we don't have the transparency. Then the voters when they'd come in and ask for more money which they likely will, then we're not going to know what we spent, where it was spent. It's all going to be under Public Works Parks. We have a number of parks. Just to be clear, I'm not in favor of doing that because I think that we need the transparency at least for the next year. The bathrooms don't exist yet and we still have a line item in the budget for \$11,000 for portable toilets which once the bathrooms go in, I would expect to see that either zeroed out or brought down significantly. If we don't have transparency, then we're doing a disservice to the voters of this town.

Like we just said and we just asked the Public Works Director, Selectman Morin state he can take that and give it a separate number and keep track of what is spent on the specifics of Benson Park so we will know that number. It will be transparent because every time they have an expenditure, we'll just assign it to a file, or a number, or whatever he wants to do and it will be transparent. The reason the port-o-potties are still in there this year, we're not sure we're getting the bathrooms yet. As soon as those bathrooms come, the port-o-potties will disappear. At this point, there is a way to keep track of the expenditures that they do in Benson Park because we're going to need them to do that so that we understand if we can get rid of the overtime expenses, or if we have to add more, or take away. He needs to keep track for one year on what his people are doing in there. That's how we're going to figure out what this Division is going to do and what it's going to cost us.

Selectman McGrath had another question for the overtime. Who determines whether or not you need overtime people to go in and do what's being requested whether it's a tree that falls down that needs to be

chopped up and hauled away, or whether it's a gully that's been caused by the rains. Jess Forrence indicated it's usually Dick coming in and asking if we could spare some time here to take care of a tree, to move a big rock, or whatever it might be, to resecure the Haselton Barn. That was a big deal a couple of weekends ago. It's usually generated by Dick. We'll go out and look at it and see what it needs and then we'll fit it in the schedule when we can.

Selectman McGrath asked is there a reason why it has to be overtime. Jess said no it doesn't. It depends how quickly it needs to be done. Selectman McGrath asked who determines how quickly it needs to be done. Mr. Forrence stated that would be me.

Chairman Coutu asked wouldn't it be the responsibility of the foreman once we have the Parks Division up and running. The foreman says he will be going into the park and determining what needs to be done and when it needs to be done. We don't need people to come and tell us what needs to be done. The foreman will determine that. Mr. Forrence agreed. He would be doing that but Dick is probably in there more than even the foreman will be. It's a good way to start with him coming in. If we see something, I'm in there every Monday and Thursday morning checking trash cans and port-o-potties making sure that everything is either standing up right or in place to be emptied. I usually take a ride around myself just to make sure conditions are okay from the previous weekend. It usually starts from Dick or the Parks Foreman when he comes in and to keep an eye on that stuff might be your next person.

Selectman Routsis told KC I'm pretty sure everyone has alluded to it but are we able to easily make say 5556-XXX that is just labeled Benson's all of those Benson's expenditures to go under. So there is an item under Parks that says Benson's so Benson's is clarified or no it will just fall into it. Kathy Carpentier stated that is what it is right now. You have a Parks and Benson's. You have two different departments tracking and the two would report to the foreman. I don't understand - so you'd have 207 Benson's; 207 Merrifield. It already is broken out. As far as transparency, I just think that it is transparent but you're going to have to get an Excel spreadsheet to do it where right now if you have 5563 it's all inclusive of just Benson's. I can set it up any way you want.

Chairman Coutu asked are you saying that we don't have transparency in the Fire Department because we don't have a line item for the new fire station on Lowell Road. Kathy said no you don't. You have a Facilities Department with five buildings in it. If you want to know how much Burns Hill is costing, you just sent the Chief off to tell you how much Burns Hill is costing you. He's going to have to break out the electricity, the gas, the whatever utilities. Chairman Coutu commented that's what I'm saying. Where does it end? I mean Benson's is a park. It belongs in the Park Department. Ms. Carpentier stated I'm okay with that. Chairman Coutu said it's not a question of transparency at this point. The voters keep approving us major purchases for the park. At what point do we accept the fact that it's a park and it belongs in the Park Department. We're going to keep going out and saying well the voters want to know. No voter has ever asked me anything about Benson Park except to tell me how great it is and they approve every single request we put before them. It's getting ridiculous that we can't put it in the Parks Department. It is a park. We either incorporate it as part of our town or we keep putting it aside and saying well you don't know what you spent at Benson Park. I want to know what you spent at Benson Park. KC make sure you have those numbers put aside for me. I need to know what we spent on Benson Park. It's time to put the game aside, be realistic, adjust the budget accordingly. It is a park. It belongs in the Park Department. I'm sick of playing this game of round robin with Benson Park. I may step down and ask you to take over because I'm fed up.

Selectman Martin thanked Chairman Coutu for recognizing me. I don't think anybody is advocating that this should stay separate. Chairman Coutu said yes it is being advocated. Selectman Martin noted for one year to see what it costs. We don't know what it costs. We have \$240,000 we spent money on that should have incorporated the first year fees of operating this bathroom and I see it in the budget for 2020. Chairman Coutu stated I don't know what Lowell Road fire station is going to cost but I didn't ask to isolate it out for one year. Enough is enough with playing this game. It's a game we're playing.

Selectman Martin disagreed. It's not a game. You don't know how much it's going to cost to maintain a bathroom. You don't know how much it's going to cost water and electricity in there so it's not a game. There's nothing wrong with us keeping the 5563 open and watching what happens and the next year you

roll it in. Chairman Coutu stated whatever the majority of this Board would want to do is what's going to get done. If you want to play that game, I won't play it. Next. Selectman Routsis. I'm done.

Selectman Routsis said I'm actually not bothering.

Selectman Martin thought it was disrespectful to sit here and yell at somebody because that individual is recommending that we keep this to monitor how much it costs for Benson Park. It's a lot of money. We've put a lot of money into this park for a passive recreation Mr. Chairman. I take offense to yelling at somebody for no reason.

Chairman Coutu noted I'm not yelling at somebody. I'm yelling at the Board. I'm making a comment and I'm trying to get my point across. Selectman Martin indicated that's not what I took. Chairman Coutu said it's a park. Selectman Martin stated whatever you say but it's not. Chairman Coutu said we have a Park Department. We have a Fire Department. We have a Lowell Road fire station. I don't know what that's going to cost but we're not isolating it but we have to isolate this for whatever personal reason we keep bringing this up every year.

Selectman Routsis commented I will say this. One - I asked a question because I wasn't sure. We may be asking questions because we want clarification. That's what mine was. Mine was a clarifying question and I think that because people have certain thoughts are to what other people's motives may or may not be, it is upsetting people and at the end of the day I just want to know what the difference is that's why I asked what the difference would be in case he clearly said it really makes no difference whether it's here or here. Yes we have a Parks Division. I completely understand that but we also have a brand new formulated Parks Division that has no one running it right now. I personally don't see a difference in keeping it separated for at least the next year to see what those actual costs come in at but I also don't see it making a difference if it's all combined into one.

Selectman Morin indicated we have a Parks Department that's why we formed the Parks Department to take care of all the parks. It is as simple as getting a manila folder every time you cut a PO or you do overtime, there's forms filled out, you fill everything in the manila folder. At the end of the year, you add it up and low and behold. You look at what was budgeted. What we got for numbers here you can just keep this and all look at it, and there's your numbers. As somebody just stated, we got the Fire Chief going back to separate everything. It's the same thing. This isn't going to kill anybody that's the Parks Department. If we're not going to do this and put Benson's under the Park Department, why did we make it.

Chairman Coutu stated, "exactly".

Selectman Routsis stated that's not what we're saying. The fact that someone was going to step down because we're having a conversation about it - because all I wanted was a clarifying question. That's all other people. That's all it is. Its conversation and budgeting.

Selectman Morin said the thing is this isn't hard to do. It's not. This is not a hard thing to separate what you got 72 and change. You just keep a file of what you've spent. That's how much was allocated for Benson's. So we take the 72 out of everything else, see what it adds up to, and we'll get our number. It just goes under Jess who takes care of it anyway. Selectman Routsis stated some of you were just asking questions. Selectman Morin understood that but we should have made this decision 30, 40, 50 minutes ago. We shouldn't be still doing this. I'd like to make a motion.

Selectman Martin asked did the warrant article for \$240,000 include the first year of operating costs for the new facilities. Kathy Carpentier said yes it did. Selectman Martin noted we don't have a bathroom yet. We don't know if we're going to have a bathroom. Why would we budget for 2020 the cost of operating the bathroom when they were incorporated into a warrant article? That's my question. Chairman Coutu asked are you suggesting we eliminate all of the bathroom items out of the budget. Selectman Martin said yes because you got it in the first year of the warrant article. Steve Malizia said it was presumed that was this year. Selectman Martin understood but we don't have a bathroom yet. We don't even know if we're going to get one. Selectman Morin noted we're budgeting for port-o-potties and we don't know if we're going to need.

Motion by Selectman Morin, seconded by Selectman Coutu, to incorporate the Benson budget into the Public Works budget and to make sure however the Finance Director sees fit to keep track of that amount of money that is being spent in the park.

Selectman McGrath asked your motion is to incorporate the Benson Park budget items as they're listed here under the Parks Division but we're not going to lose visibility to the line items. Selectman Morin said no that's why I stated the Finance Director will whatever she feels the best way to do it to keep track of what is spent for the park through this budget and we will have the numbers. We have a number that they're giving you right here - 72 and change. They've already both said they already spent all the overtime and that it's been constant. I'm sure the Finance Director can come up with some way to keep track of the money and then next year when the time comes to budget we know that this year it was 72 and change and we can see if were under that or over that with the new parks director and take it from there.

Selectman McGrath stated as long as we don't lose visibility into what is being spent for Benson's - I'm clarifying. Selectman Morin commented that's why I said she'll come up with the way she feels fit that keeps track of it so we will have the visibility next year we can say okay we spent half of what we had for overtime and go right down the list. Selectman McGrath stated as long as that's clear.

Selectman Morin asked the Finance Director if that was clear. Kathy Carpentier said yes that's clear to me. Thank you. Selectman Morin asked if that was a problem. Mr. Carpentier said no.

Selectman McGrath didn't have an objection to it being incorporated into the Parks section of the budget as long as we don't lose visibility.

Chairman Coutu asked Mr. Forrence about one line item on the \$72,510 that's presently being allocated for Benson Park. On 105 the overtime line, its \$15,239. That \$15,239 represents how many people? Mr. Forrence stated depending what the job takes at a time. It's never one person going in there to work by themselves especially operating bucket trucks, chain saws, and things like that. Steve Malizia indicated 440 hours. Chairman Coutu asked can we assign somebody Tuesday through Thursday. Right now we have a position called "Parks Foreman". How many people are going to be working in the Parks Division? Mr. Forrence stated on any given day probably 5 people. Chairman Coutu asked can we have one person work - they work a four day week now in the summer because they start at 4 a.m. Can we have somebody assigned Tuesday through Friday so that that person is dedicated at the park on Friday and eliminate the overtime line? Jess said no. You'd have to go through a lot of bargaining units and things like that. We can work towards anything you want but right now we work...Chairman Coutu asked the union won't work with us to eliminate unnecessary overtime so the taxpayers won't have to pay it. Mr. Forrence didn't know but having one guy working there by himself, it's just not a good thing to do. I can understand if he's riding on the lawnmower all the time. Chairman Coutu stated the fact that I've gone in there on a Friday and seen one person working there on overtime, that person worked there alone. Jess stated he's probably sitting on a lawnmower. Chairman Coutu said he worked alone in the park. Jess said it very well could have been. Chairman Coutu noted but we're paying him overtime. Jess said he shouldn't have been mowing the lawn. If somebody mowed the lawn it was probably Dick or one of the guys out there. It wasn't our guys out there. Chairman Coutu commented it was a Highway Department employee. Mr. Forrence said it was some special event or something coming up. I've never seen or Dick never seen anybody mowing a lawn on Friday on overtime.

Dick Empey said not that I'm aware of.

Chairman Coutu said I am not aware of a single parks department - and I'm familiar with quite a few of them in various municipalities - who have a line item specifically designed for one day a week to pay overtime to work that specific day. That line item is identified specifically for a Friday because our Parks Department can't rotate a person in on a Friday? Our Parks Department will not work on a Friday unless they get overtime? This is a discussion between and the department head. Jess Forrence indicated we can do anything you want us to do. That's not the way it's worked in the past. To send one person in there on a Friday by himself other than sitting on a lawnmower and riding around, I just don't think is the right thing or a safe thing to do. Chairman Coutu asked what if we send two people in. Mr. Forrence indicated that would



be safe. Usually when they're in there working on overtime, there's excavators in there, dump trucks in there, there's chippers in there, there's chainsaws in there.

Chairman Coutu asked can we eliminate Friday. Can we get done Monday through Thursday at Benson Park? Jess Forrence said no that's why it was created. Chairman Coutu asked how come other parks in town can operate. Mr. Forrence stated a lot of other towns don't work four days a week. Chairman Coutu said no I'm talking about our parks. Our other parks are fine on Friday. Mr. Forrence noted this is Benson's. This is the crown jewel. Everything wants to be pretty and nice and all the rest of it. It takes time. Nothing else suffers by any means but Benson's takes up a lot of time.

Selectman Routsis said excuse me if I'm wrong. That overtime also includes if they have to go in on a weekend for an emergency or after hours for an emergency? Mr. Forrence said yes. Selectman Routsis wanted to make sure that people know that it's not just for a Friday. It's if there's something after hours or there's something on the weekend that someone may have to go in for an emergency purpose to take care of. Mr. Forrence indicated we've gone in there on a Friday to take care of a beehive. There could be just about anything. Chairman Coutu stated but when they go in on Fridays they get paid overtime. So it dedicated for one day. Selectman Routsis stated it's dedicated for a Monday, Tuesday, Wednesday, Thursday if it's off hours. If it's dedicated for a Saturday or a Sunday, if it's off hours, whatever their union contract may represent...Chairman Coutu stated the \$15,239 was budgeted for Friday work. That's how it was presented to this Board of Selectmen. That's what we voted for. It's for one day.

Jess Forrence indicated you say dedicated for that day but it's not, it could be 5 o'clock in the evening where something happens on a Monday. It could be 7 o'clock on a Wednesday. Any time we go into Benson's on overtime we track it and we charge it to it.

Selectman Morin stated I'm going to hate to say this but I'm going to say it. You can't have one guy in there by themselves and this is for big jobs. This is for when they were putting in the wiring. They had an excavator there and dump trucks where it's going to take a crew versus one person. That's what this is for a job that takes a crew. They fixed the Haselton Barn yesterday. It took a crew. It wasn't one person. When they cut trees, there's got to be two people. You have the saw, you've got to have a truck in there, you have to have the loader in there. So this is for a crew and it's not as everybody said specifically for Fridays. It just happened to be Fridays is the day that he has enough manpower not taking away from any other job because the Park Rec. Department has no manpower.

Chairman Coutu said we'll get to the root of that. Mr. Forrence when somebody is assigned to Benson Park on a Friday how many hours do they typically work on a Friday? Jess Forrence noted there is no set hours. Whatever the job takes. I would say on average depending if it's a tree down - do the tree, pull the stump, 6 to 8. Chairman Coutu indicated so it's almost the 8 hours. How many times do they do that during the summer? They're there every Friday? You have to have a man in there every Friday? Mr. Forrence said no. Chairman Coutu noted you just said that this is Benson Park the jewel. You have to have somebody there on Friday because I said lets eliminate Friday. Jess indicated I'm not saying they have to be there on a Friday. I'm just saying to fit it in our work schedule to get everything else there done, this Board or somebody put this together where they had the overtime put in for the guys to take care of it on a Friday.

Chairman Coutu agreed. That was the intended purpose was to take care of items on Friday so that somebody would be manning the park on a Friday. It doesn't make sense to have a budget dedicating a day for overtime. Friday is overtime day. Let's put all of our employees on Friday who work Fridays on overtime.

Selectman Morin commented we have a motion on the floor Sir.

Jess said it's only 4, 5, or 6 times a year. It's not every week. Chairman Coutu repeated so only 4, 5, 6 times a year we have somebody in there on a Friday. Jess said yes. Chairman Coutu noted we can eliminate it and get rid of the overtime line. We're going to go back to the Fire and Police budgets and we're going to isolate every little thing that comes out. It's ridiculous. I'm sorry I'm putting you through this work.

Kathy Carpentier said I don't find humor in this. Chairman Coutu said I don't think it's humorous either. I just think it's ridiculous. Ms. Carpentier reiterated you just said you're sorry of putting me through this work. Chairman Coutu stated having to isolate...Ms. Carpentier noted I already wrote it down. I'm rolling it in. I'm deleting 5563, rolling it into 5556 at the end of FY20, and you'll have a report of how much it cost for Benson. That was your motion.

Vote: Motion carried 4-1. Selectman Martin in opposition.

Chairman Coutu said we'll roll it all over and we'll just pick it up from there. Is there anything else on this item? Is there anything you wanted to add? So we'll all be rolled in and we'll continue as we have been. Can I ask you why you're here? What's the status of the bathroom facility? Has that gone out for rebid? Mr. Malizia said yes it's not due yet.

Solid Waste (5970), page 34

Selectman Martin had a question on line 217. The question is association dues for Solid Waste Management District dues including the household hazardous waste collection. Doesn't NRPC do the household hazardous waste collection? Jess Forrence noted that's where this money goes.

Selectman Martin asked don't we also pay additional dues in another budget line to NRPC. Wouldn't that be covered under...Steve Malizia said no. This is separate because I'm assuming they have a cost of disposing all of that material. There's also a manpower requirement - like they've done at the Riverside facility. I've participated. You go in, it's a process, they log everything. There's folks working there and they have to dispose of it. It has to go somewhere. They don't just take it and put it in their shop. There's a cost they charge you for that in this line item. They've in the past done some at our garages. I don't know if they've done it recently but they try to make 6 or 7 of these collections available to keep this product out of the waste stream.

Jess Forrence indicated the only other item in there that is up is 242 and that's the 2 percent - the annual cost every year that's the cost of doing business.

Chairman Coutu asked when it was up for renewal. Mr. Forrence indicated three more years.

Selectman Routsis asked I don't know if you will or will not know this has Pinard started work on the recycling facility they were supposed to put up in the Raymond area? Jess did not know.

Kathy Carpentier stated he's done with his departments but he has Warrant Article I for funding for the VacCon truck replacement capital reserve fund.

Jess Forrence said as long as it continues being budgeted, I could see probably in the next two years if the taxpayers and the sewer users do continue doing it that the third year we'd probably go out to bid to replace the VacCon that we have now. Hopefully the money still comes in. If not, then we'll wait three years and the fourth year go out.

Chairman Coutu asked this is just the general request because we had a capital reserve. This is to assure that it gets in based on the new stipulations by the State.

Selectman Routsis asked if this gets approved is \$30,000 over the next three years or however many years what you need to get it or. Mr. Forrence indicated it is what we need to get it with the trade in. I think we'd be covered.

Kathy Carpentier noted right now there's \$248,000 in the capital reserve fund.

Motion by Selectman Morin, seconded by Selectman McGrath, to forward Warrant Article I to the ballot, carried 5-0.

Benson (5063, 5563), page 24

For the viewing audience, Kathy Carpentier indicated its \$1,100 budget down \$100 from the year before. Their history doesn't show them spending much but with I believe the premise of the budget is with decreasing volunteer workforce, we might be needing more supplies to get people to volunteer.

Chairman Coutu said the prior year they only spent \$174. It's down \$100. Any questions? No. We're all set.

Town Clerk/Tax Collector (5030), page 6

Chairman Coutu said that didn't change. As a matter of fact, it went down. The Town Clerk/Tax Collector Patti Barry is here. Welcome. Overall it looks like a decrease of \$8,000.

Good evening. Patti Barry agreed. The Town Clerk/Tax Collector's Department has five full-time employees. I've been in this position for 11 years. We've worked under the same operating budget all 11 years. This year we have realized a saving in my professional services line item. This savings has allowed me to increase some of the line items that are critical to our needs because of the increased demands but also allowed me to present a budget that is slightly under.

Chairman Coutu asked if there were any questions relative to this budget. Seeing none, we're all set.

Moderator (5041 & Warrant Article J), page 12

Chairman Coutu said you'll notice an increase. He'll explain the reason for the increase. Mr. Inderbitzen welcome.

Thank you. Paul Inderbitzen stated the 2020 fiscal year is going to be two elections and one Deliberative Session but the one election is a Presidential Primary which will be a big time. Normally our turnout is about 8,800 last time. I expect a similar turnout in February or whenever that election is since the Secretary of State - I haven't heard of any other States trying to bump up their primaries but we'll be the first primary. Usually it's in February. We'll have that in February. We'll have March town elections and then we'll have our Deliberative Session. There's the increase. If you look back at FY18, we had one town election and that was it. That looks great but then this current year we had the Primary, the State election, and the town election so that's a big year. We're off one. The year 2021 budget will be the biggie with the Presidential election.

Chairman Coutu asked if there were any questions with the Moderator's budget.

Mr. Inderbitzen pointed out that I have taken over into my budget just so we can reflect the cost of an election the police overtime for the Primary and the Highway Department overtime for the Highway. Anything that goes over their regular scheduled hours. I wanted it to show in here so I asked KC to put it into my budget so we could really reflect the costs of the election. For the Primary, I figure we're going to use very similar to what we're going to use this year in the State General election.

Kathy Carpentier indicated we do have a warrant article that we put in on behalf of the Moderator - Warrant Article J to change the date of the Town Meeting if this Board wants to entertain that.

Paul Inderbitzen indicated I have that and then I mentioned to you the last time that we were also looking at changing our polling hours. I didn't get it to you in time for this meeting but I will e-mail this to you for consideration as also a warrant article to change the polling hours from 7 a.m. to 7 p.m. This is a process if the Board wants to do this. The Town Meeting has to vote on it. It turns out as I'm looking at the law, the Board of Selectmen for a Town Meeting can set any hours they want as long as it's not after 11 a.m. or before 7 p.m. If you wanted to set your own hours for a Town Meeting, you could do that as part of the warrant. I didn't realize that. This applies to State so you would have different for a town meeting and different hours for the State. That doesn't work. People just get too confused. If we wanted to do it across the Board, we have to ask the State. We would have to pass it at Town Meeting. It would then go to the

Secretary of State to go onto the next State ballot which in our case would be the 2022 State election as a line on the bottom for people to vote whether or not to have the State elections change their hours.

Chairman Coutu indicated it would just appear on our ballots - the Hudson ballots. So changing the hours of voting would take three years? Mr. Inderbitzen said yes. If we passed it next March, it would go on the 2020 State ballot. You could do it next year to if you wanted to but the wording is prescribed in the law. It's very simple. I actually made copies if anybody wanted to look at them. It's very similar to what you have for changing the Town Meeting date is the changing of the hours. The process is different.

Kathy Carpentier asked can they be together. Can you have one warrant article that changes it from...Mr. Inderbitzen said no. You'd have to have two questions. You'd have to have a question on the date which if it passes, we don't have to do anything. We're already a Senate Bill 2 town. All we require is a majority vote to change the date from March to April. That would be a one shot deal. If we passed that in March, the following March we'd be in April.

Chairman Coutu said we'd still be 7 to 8. Paul Inderbitzen said we'd still be 7 to 8 but if we passed the change request, it would go to the State and then November of 2020 there would be another vote on the State ballot. They actually put it on that. When reading this, I didn't realize that the Selectmen could set their own times for any town meeting that they want anyway. I will e-mail you and submit this as a request so you'll have it. If you want to put it on this year, if you want to wait until next year it's fine. It won't make any difference to the final outcome.

*Motion by Selectman Martin, seconded by Selectman Morin, to forward Warrant Article J to the ballot, carried 5-0.*

Just for clarification, Kathy Carpentier stated if he's going to give you the time one is that something you want to entertain on this warrant.

Chairman Coutu was in favor. You're the one that brought it up. It was your idea to change the time.

Paul Inderbitzen indicated I'll submit a formal request. I had one comment for the Deliberative Session when you were talking about the Fire Department's fund for the ambulance and stuff, please make sure that that's well explained at the Deliberative Session because you had me confused for a while when you were talking about it. It needs to be well explained or the public isn't going to vote on it. It's confusing. I got confused in the discussion.

Ms. Carpentier explained but you don't have the documents in front of you. Mr. Inderbitzen said no I don't but at the Deliberative Session make it a very good explanation will need to be presented so that everybody understands it. We know how things get confused at the Deliberative Session. That was just a comment.

Chairman Coutu said the overwhelming majority of the voters are not going to understand that one. Ms. Carpentier indicated they've done it twice before with Cable and the Senior activities.

Information Technology (5330, 5X77's)

Chairman Coutu recognized IT Director Lisa Nute and John Beike the IT Specialist.

Lisa Nute thanked the Chairman for this opportunity to present my proposed 2020 budget. John's title is actually IT Specialist. He's one of two full-time IT Specialists that I have and we have a part-time IT Tech supporting all the departments in the town on a 24/7, 365 basis. I would like to start at 5330. That is my main budget on page 5.

Just overall, Lisa Nute wanted to make you aware that my budget is down by 17 percent. Conveniently that is \$49,076. The salary and operating portions combined is a 5 percent decrease. I am requesting two items outside the scope of level funding for your review tonight. The first request is to convert the part-time IT Tech. position that I currently have to full time. This request I'm sure is not a surprise as I've written in my cover letter. I would not be doing my due diligence if I didn't bring it up again because our work is not getting

any easier. Our workload is not getting any lighter. Looking down the pike, I can tell you that this is something that we definitely need. The decrease of \$49,076 would cover the \$45,000 that I would need to convert that part time to full time position.

Ms. Nute indicated the second request is to finish that fiber optic loop that we've been talking about for quite some time. It would go from Robinson Road where we currently end our fiber to Alvirne High School. A portion of that has been put into this budget and then the remaining overage of that would be taken out of capital reserve fund to offset that cost.

Chairman Coutu asked what's the difference between the capital reserve and your request. Ms. Nute said the request in the budget is \$81,000 even. Chairman Coutu asked and that would finish the loop with what we have for capital reserve. Ms. Nute indicated the capital reserve portion would be \$93,063. Chairman Coutu asked if we'd be done with it. Ms. Nute said that would complete the loop. Chairman Coutu said let's get it done. Thank you.

Page 3, Lisa said is that actual quote. I will just say that our current vendor has always been our lowest bid. We've always been able to stick with him over the years. He has now retired and now you have to go back out to quote. That's why you have Phoenix here. I can tell you that this is substantially more than our previous vendor would have been charging me. It is not getting any cheaper.

Selectman Routsis said I have a random question. Does it make a difference if the - cuz it says here that it's going to be 700 feet of underground to a building. Is there a difference if it's underground or above other than trees? Ms. Nute said the reason that it would be underground is because that's where the existing conduit is.

Selectman Morin had a concern. The number that your budget has dropped kind of concerns me and it's kind of convenient that it will cover the cost of a new person. I want an honest answer. Did we cut that much to get the person because you need it that bad? Ms. Nute said I do. Selectman Morin asked did you cut your budget so you could get that person because if there's stuff you need and you're cutting it to get a person, we need to address that. Lisa Nute stated I can tell you honestly Selectman Morin thank you for asking that. I did purposely make sure that I was under what it would take to convert to full time. What I would have done with that level funding is put more toward the fiber optic because that is also a very important project down the road. We are looking at upgrades to the fire and police radios. They are relying on fiber optic from Alvirne High School over to Robinson Road to be able to that. I am hoping that this Board will allow us to go ahead and do that conversion and bring me back up to just under \$4,000 below as well as look at offsetting the capital reserve - the fiber optic. Both of those projects of my requests are extremely important and yes I did purposely do that.

Ms. Nute noted I have so many projects on our back burner but to be honest if I were to add more projects into this budget to bring it up there just for the sake of bringing it up, we're barely staying afloat anyway as it is. There are a lot of things coming down the pike. We have a ton of networking we are redoing right now. Our priority is to get Alvirne cameras onto the police dispatch systems. We've got traffic signals that you're aware of are going in on our network and cameras coming in.

Selectman Morin asked why do we have money for the Alvirne cameras when it's the school. I understand it's going to the police. I understand that but why aren't they taking care of that where it's a school project and not a town project? Lisa said there actually is no cost to that. They do have all their cameras in place. They just want us to be able to view those from our dispatch center should there be a problem and hopefully they don't have to do that. The infrastructure at Alvirne is in place. It's just a matter of their network and our network being able to interface with that specific project in a secure way, in a separate way. So that's just work on my end. They're ready and prepared on their end. We just need to talk IPs but we're not in the position to do that just yet until we do some additional infrastructure work.

Selectman Morin asked is that infrastructure work just for that or are we using it somewhere else? If it's just for the school, they should be taking care of that. Ms. Nute agreed. This is work that we have been knowing we need to do. Because we've got traffic lights coming in on our network, it kind of pushed us to say okay now we have to do this. We can't keep pushing it off because there are so many other projects or priorities.

My staff has been working quite a bit of extra time trying to get this done and this is a priority right now for many reasons. Selectman Morin asked can we charge them for our time working on that specific project even though it's part of a big project they can take care of their own. Ms. Nute stated all the work that we're doing as you said, we have to do this anyway. It's just a matter of basically - I don't want to make this sound really simple but kind of like just plugging them in after we get our stuff together here.

Chairman Coutu asked is the school IT resource person working with you at all. Lisa Nute said yes. We did have a meeting initially on this to discuss how best to do this and how we would go about it. Once we are ready on our end, then it's a matter of getting back together and we come up with addressing and things like that that works for both of us.

Chairman Coutu noted Mr. Beike you work primarily at the Police Department but you cover the Police Department, the Robinson Road fire station, the Highway Department and the dog officer right? All IT equipment that's on that side of town. Relative to the security at the school which I am concerned about and the interconnecting links between the Police Department and whatever they're going to have their monitoring equipment, special alarms, and what not. Is that going to require additional equipment at the Police Department such as additional monitors or anything like that? Mr. Beike didn't think so at first. I'd have to talk to the Chief about that. We're going to relay out the room. You've been in the room where the monitor on the left side is the security system I'll call it. Chairman Coutu stated you're going to have an overview of the security system. John Beike said we're going to take the security system...Chairman Coutu interrupted and said not digital imaging from the school itself. It's just a security system.

Mr. Beike stated the part that shows you what's happening in the building is going to go to a different display. Then the big display that's on the left will be shared between the traffic cameras, the school and the dispatcher depending on what's happening. They're not going to watch them 24/7. If there's an incident or something, they can bring up the camera that they need or the group of cameras up onto the big display. Chairman Coutu asked will that be relayed through their computer keyboard or is there a special unit that they have? Mr. Beike said somebody will have to switch it so that they can view the traffic cameras which will probably always be up. If something happens at the school, they can bring up the school cameras. Chairman Coutu noted they can identify a specific camera if they had to have a real good shot within - you don't have them in the classroom. Typically it would be a hallway or a common area. It's not clear which ones but there will be all them, some of them. Chairman Coutu said they're going to have a total of 31 cameras or something like that. Mr. Beike indicated we already have two officers that are in the school systems now that we connect to. They connect back into the station to do their work. Getting the cameras up isn't really a big issue. We need to relay out the town is what we're looking at doing and more making each site individual. More like a campus would be at a college. We're going in that direction.

In terms of finishing the loop, Chairman Coutu stated you're budgeting \$165,000 to finish the loop. Had we done this two years ago, it would have been \$140,000. So we're already losing the taxpayers are paying an additional \$25,000 for something he should have done a year ago or two years ago. We could have done it but we just never got it done. We need to bite the bullet, pay the extra \$25,000 because every year it's going up an additional \$10,000. With the tariffs and the materials that we buy overseas going up considerably 20%, 30%, 40%. The material to make these items is not readily available in our country and we have to buy foreign. It continues to increase year after year. I hope the voters have good wisdom to approve enough money to be able to do the fiber optic and get it done and put it behind us so you can tackle other projects.

With regard to Selectman Morin's question about putting it mildly, Chairman Coutu stated you made the cuts in your budget to accommodate to show the voters that you could make some money available to put on a full time person. I don't disagree with the full time person but I was a little confused about where you making cuts to the \$40,000. I thought I heard one thing and then I heard you say certain projects you've eliminated because you don't have the manpower to accomplish all of the tasks that you had thought you could do so you had to cut some of those tasks which cost money and that's where the savings came from? Lisa Nute said all I'm doing is pushing projects down the road a little bit. Chairman Coutu stated that's projects that you were going to fund for. That makes sense and that's not a bad idea. You will have my vote for a full time position. I'm convinced you need it but I want the voters to understand it and approve it. I will campaign vigorously to make sure the voters understand that we need that position.

Lisa Nute asked to clarify something. What I am requesting that these are outside the budget so what I'm requesting is that this Board here go ahead and fund what I need which is spelled out on page 4. This is the difference between what I currently have budgeted as a part timer and what I need to make that. I would need this Board to agree to put \$45,078 into my budget.

Steve Malizia indicated that is what she's asking this Board to do. She's made the room in her budget to allow you to be able to do that and keep her level funded if you choose to do that. That's what she's asking you and that's what she's trying to accomplish.

*Motion by Selectman Martin, seconded by Selectman McGrath, to increase 5330-100 in the amount of \$45,078 to move from a part time to a full time position, carried 5-0.*

Chairman Coutu wanted the voters to know, and I hope it's rebroadcast enough, that this Board has heard from the IT Director Ms. Nute her need for an additional full time person but it's not a full time person. We have presently a part time position which you are going to convert to full time. We're not going to add the total amount. We're going to add the difference between the full time and part time position plus benefits. She articulated her need. We've listened to her. We wanted more transparency than us just doing it here at a Board of Selectmen's meeting. We wanted to put it through the budget process so we just voted to allow the funds necessary to make the position from part time to full time to be placed into the budget. If the budget passes, she will be authorized then to hire a full time person.

Chairman Coutu asked if this was it for the IT Department. Are we going to do the individual departments? Kathy Carpentier asked did you want to do the other outside the budget fiber optic one. You'd have to increase her budget by that \$93,063 but this would have no additional tax impact because these funds would be coming from the capital reserve fund.

Steve Malizia asked did you want to bump the revenue up for that too. So you'd bump up both sides so your tax rate would be neutral.

*Motion by Selectman Martin, seconded by Selectman McGrath, to increase line item 5330-411 IT Computer Equipment, carried 5-0.*

Kathy Carpentier explained the big handout - you have this all in your book but we figured it would be much easier to go through it. Unfortunately the pages aren't numbered but they do go in sequential order.

Chairman Coutu asked are there any particular departments that stand out that we should be looking at or is this just a continuum of what you need for IT going forward. I noticed some slight increases here and there but nothing major.

Lisa Nute indicated that is absolutely correct Mr. Chairman. The reason for the increases is either because we have new phone maintenance like in fire or contractual and hardware related items that simply have increased in cost. In other words, our replacement PCs have gone up just very slightly and contractual items continue to go up. So software maintenance is in almost all of these costs centers that have gone up and that is the reason primarily.

Highway, 5577. Chairman Coutu noted Public Works has more than doubled. Lisa Nute stated the reason is the end item in 269 is new. They are currently using GIS in the field on their mobile devices so that they can see sewer and the layers that you get in house as well. So they've got those now in the field. That's the reason for this. They are using new technology. Chairman Coutu asked if that was 1680. Ms. Nute said that is correct and that's exactly what this is up by. That's for more than one user. There's a number of them who have that.

Selectman McGrath asked before we go any further on page 5 of your budget, line item 5330-252 outside services went down from \$71,200 to \$7,800. Can you explain what that is? Ms. Nute stated this Board had put in consultant money for our municipal software review basically to look at what we're currently doing, recommend some software because in the near future we will need to look at replacing our Munismart which

is no longer being developed. Its current supported but it's not being developed at all. They have told us that at some point in the future - we don't know when and we can't pin them down for a date - they haven't been selling that product for a while now. It is coming end of life.

Steve Malizia indicated that was in this year's budget but not in next year's budget is what you're basically telling us. Ms. Nute agreed. Mr. Malizia indicated that should be done this year in '19.

On line item 411 computer equipment, Selectman McGrath noted that went from \$85,000 up to \$112,000. Chairman Coutu stated on page 8 it has the explanation. Lisa Nute explained that is where I'm showing you that fiber optic that we just talked about. That \$81,000 that is being part of that project.

Chairman Coutu asked has everyone had a chance to peruse the handout that was provided to us by the Finance Director.

Selectman Routsis asked on a couple of them and it may be all of them. I see that software is moved from all of them for the most part. Are we not planning on or budgeting for any software upgrades or needs? Lisa Nute stated these would be new software needs. The Recreation Department is in this current budget. Other than that, we haven't identified a new software project.

Toughbooks for the Fire Department. Selectman Martin asked when are we slated to get them into the fire trucks. Ms. Nute indicated they currently use Apple iPads like in the ambulance. The Deputies, the administrative staff has equipment. As far as you're saying like mount something permanent? Selectman Martin said yes. Ms. Nute said the Chief has not stressed that that is the route he wants to go. He's interested in these mobile tablets that they move around and they can use them in the field or within the vehicle and they mount them.

With that, Selectman Morin thought - and I don't want to speak for Selectman Martin - but I believe where he's going is there's stuff out there and I know we have talked about it in the past to get the computers into Toughbooks so you can have preplans, the street maps. You could talk direct to fire alarm. Sort of like what the police kind of. You know how the police can type in and they can talk to their dispatch and they can get information. If the Chief hasn't brought it forward being in there that would be very handy to have a lot of that stuff and that is the only department that doesn't have it. Lisa Nute said I am not sure to be honest with you if IMC which is the software that the Fire Department uses and then there was a police IMC package as well. The police package I know offers that mobile interface. I am not sure that the Fire Department has that capability but I will definitely look into that.

Chairman Coutu asked if they were compatible. John Beike said yes they are. The police are looking at - you'll probably hear it when they're moving to a hand held device where they can get the status which would also work with Fire because it's that console monitor. Selectman Morin indicated we don't need a hand held. We just need - and I don't want to talk for the Chief. It was just a question that it's been a long time and the Fire Department doesn't have it and it could be very useful in many ways to have that information before we get there.

Lisa Nute stated I can tell you what we are currently working on which might be what you're talking about. We are currently looking at private networks where they can use their iPads as if it was a work station within their department. As they go mobile, now they'll be able to kind of like remoting in but in a secure way. It's almost like getting a desktop and therefore you would have your IMC. Mr. Beike indicated the police can do that now. Selectman Morin indicated it's more than a desktop because what would be very handy - again this is just discussion. They have preplans. They actually have a drawing of the building. It shows everything that's in the building. Fire hydrants and things like that, the guys could look at that while they're responding to the fire and it gives them the information, and there's updates, and there's all kinds of things - hazardous materials that are in the building and things to that nature.

Just as an example, John Beike said Jess in the Highway Department his truck is set up. He has a laptop in it. He's directly connected. He has a very similar setup as the police do but he has all of his highway things on it - sewer, all his maps, and everything in his truck. Also in his truck when he pulls up to the site



there's a GPS built into it so he knows exactly what spot he's at. If he has a water break or wherever he parks his truck, it will tell him exactly where the GPS coordinates is and he tells the water guys where it is. Selectman Morin commented that's what I'm saying. The Fire Department doesn't have that and it would be very important. Again we're talking for the Chief here and things to that nature. We should move on. Ms. Nute said there are some things though like that. The GPS that Highway is using, Fire also in their budget has some new ESRI licensing as well. They are actually doing some of that. We don't have licenses for everybody but I believe the administrative staff has that capability.

Chairman Coutu asked Selectman Morin based on your experience. We'll use the high school. It's the most complex building I can think of in the Town of Hudson. Fire Department pulls up. They have no way of knowing the overlay of the building, where the fire hydrants are, where the alarm systems are, how many classrooms are down hallway D. Selectman Morin noted I can tell you by the many times that we go there we remember where the basic stuff is you're talking about. If they had a chemical spill, exactly what room it is and that building probably wouldn't be the example. It would be more industrial buildings that we don't go to often which would be the big help. Again the City of Nashua has them in all their engines. They can sit in the truck and while they're responding they can pull a preplan of that building and show you the footprint of the building, water shutoff, gas shutoffs, where the chemicals are in the building, and we just don't have anything like that. Again if the Chief hasn't come forward. Ms. Nute said I will definitely bring that up.

John Beike said the infrastructure that we have in today will do that because we do do that.

Chairman Coutu said I want our town to be as safe as any other town.

Selectman Routsis said I was going to ask Ms. Nute if maybe she'd be able to get together with the Fire Chief and see how much it is and see if we can put it our budget so we can.

Chairman Coutu thought we had that. Selectman Morin said they can do the ambulance reports. When I was there when we'd get dispatchers, we'd be half way to the call when it will come up on the screen which didn't do us any good. Chairman Coutu noted but we have direct link to Southern Regional and St. Joseph. We have direct linkage to those hospitals. Selectman Morin said we can send EKGs and all that. Chairman Coutu noted there's a doctor responding and advising us. That I knew we had. I also thought we had building imaging to be able to identify chemical locations and all of that. We need to look at that for sure.

Selectman Routsis had a separate random question and only because it's a very small amount but it's such a drastic change. In the Rec. Department, do we know why their printing needs are suddenly four times as high? It's a minimal amount like I said but it's four times higher. Lisa Nute brought that to the attention of the Rec. Director. I spoke with the staff there to find out if that really is something they're now just suddenly having to print more of or is it possible to do less color? Is it possible to go out to print instead of using the color copier and is it possible to use the copy machine versus a printer because the costs are way cheaper to use the black and white copier versus a printer. I did have that conversation and brought that to his attention. Selectman Routsis asked can you let me know when you hear anything. Thank you.

Chairman Coutu asked, again, is everybody okay with the individual handouts of the departments the slight increases. Okay. Unless there's any other question, we're all set with IT Department. Thank you very much Mr. Beike. Thank you Ms. Nute. We appreciate your time. That ends this evening's portion of the budget deliberation. We will be back tomorrow evening to do another portion of the budget. I know the opportunity is not usually available to do so but if anybody has anything in addition they'd like to say and something you want to bring to the citizen's attention, please let me know.

## 5. ADJOURNMENT

Motion to adjourn at 9:25 p.m. by Selectman Martin, seconded by Selectman Routsis, carried 5-0.

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

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Roger E. Coutu, Chairman

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David S. Morin, Vice-Chairman

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Marilyn E. McGrath, Selectman

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Angela Routsis, Selectman

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Normand G. Martin, Selectman