

HUDSON, NH BOARD OF SELECTMEN

Minutes of the October 15, 2020 Budget Review Meeting

1. CALL TO ORDER - by Chairman Morin for the meeting of October 15, 2020 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Chairman Morin
3. ATTENDANCE: Board of Selectmen: David Morin, Kara Roy, Normand Martin.
Excused Absence: Roger Coutu, Marilyn McGrath

Staff/Others: Steve Malizia, Town Administrator; Fire Chief Robert Buxton; Jess Forrence, Public Works Director; Patti Barry, Town Clerk/Tax Collector; Lisa Nute, IT Director; John Beike, IT Specialist; Jill Laffin, Executive Assistant.

4. BUDGET PRESENTATIONS

Chairman Morin introduced the Town Administrator Steve Malizia for an introduction to the budget. Mr. Malizia started by saying, welcome to the Fiscal Year 2022 budget. This covers July 1, 2021-June 30, 2022. At the budget parameter meeting in August, the Board of Selectmen directed Department Heads to submit level funded operating budgets, exclusive of labor and benefit costs, with other major items or new initiatives identified separately for the Board's consideration, either as a warrant article or a request outside the department budget. The Department Heads submitted an operating budget that equals \$36,752,122, which includes the sewer, water and library budget requests. This figure does not include any outside of the budget requests.

Offsetting non-property tax revenues have been budgeted in the amount of \$21,875,428. The operating budget as prepared by the Department Heads, yields an estimated Town tax rate of \$6.53 per thousand. A .38 cent increase compared to this years estimated Town tax rate of \$6.14 per thousand. There are also several warrant articles that have been submitted and they add an additional .23 cents to the tax rate per thousand. As you do your deliberations, if you choose to add or subtract when we make motions, we actually make a motion that takes an amount and tells us how much we're either adding or subtracting that would be great for the record. Which is what our typical practice has been. Again, if you choose to add or delete something, as long as you make a motion from or to, I think that will be helpful.

The budget from a labor perspective, I think the Departments did an excellent keeping the operating budget level but the labor component went up chiefly because we had contracts that passed last year, we added two DPW workers, we added four firefighters that will be reflected in the budget and we also had insurance and pension costs go up on us. So that is the lion's share of the increase in the budget. Again, it's in the labor part of the budget, not in the operating budget. You'll see that as we go through this.

Fire (5710 - 5770 & Warrant Article G)

Chairman Morin recognized Fire Chief Rob Buxton.

Good evening Mr. Chairman and members of the Board. Chief Buxton said I'd like to take a minute and start out with a quick introduction to the budget this evening. I'd like to thank the Board for the opportunity to come in and present the FY22 budget. I'd also like to take a minute to thank the Administrative staff and the members of the Command Staff that put the budget together. When we reviewed the Fire Departments activities for FY20, although FY20 seemed to be a not normal year for us, we still had a record setting 16,026 requests for service to the Fire Department. We had 4,138 emergency incidents. We had 3,600 EMS calls and 1,700 fire calls. We also did contracted services with Litchfield for 447 with 1,700 additional requests for service call related incidents. The Inspectional Services division also did over 1,800 construction permits in FY20 and performed 2,800 inspections. So, in total we had well over 20,000 contacts with the public.

I'd like to take a minute to highlight that starting in March we activated the Town's EOC for the first time in several years to address the COVID-19 pandemic. As Emergency Management Director, I'm very thankful for everybody's patience and efforts as the Administrative staff of the Town pulled together and addressed the challenges of the

pandemic. I think as you look across the pluses and minuses of the budget, who spent what, where, I think that is something that we need to keep in mind as you look at overages as we move through the budget.

Tonight's goals I bring forward to you in line with your budget parameter our maintenance budget for FY22, with one outside the request and one warrant article. We did generate over a million dollars in revenue this past year.

5710 - Fire - Administration, Page 3

Chief Buxton started by saying 5710 covers the payroll, benefits and operational costs for the Fire Department Administration. The salary and benefit lines account for three chief officers and two administrative personnel and associated costs. The budget and proposal in front of you is built on a three year average. Throughout the budget we did not take into, FY20 was so far off the mark regarding, we basically stopped discretionary spending in March so it was very hard to fit that into a formula to really project where we would be. So we worked '17, '18 & '19 as we look forward. So we did increase our newspaper ads and that comes from projections of what we've spent year to date and along with some potential openings coming for advertisements. Our additional service recognition program we increased that and that was just built off a three year average. Our medical costs for our medical exams for our firefighter and EMT's increased in costs this year, plus I would remind you that we also hired four additional employees that would fit into that formula starting next year. Certainly willing to answer any questions but that is the highlights of 5710.

Chairman Morin recognized Selectman Martin. Selectman Martin asked, Chief 252, and I know it's not about the money, it's just a question, professional services shredding. Somebody come in and get your documents and shred? Chief Buxton replied saying so, starting two years ago now, we moved the documents that could be stored up at Oakwood. We actually have shredding days and that is our portion of ours. You'll see that show up in other budgets throughout the year. The Finance Department would normally arrange that. That \$300 covers our portion of whatever we need to have shredded. Selectman Martin then said, so that's all the files existing up there. Chief Buxton then replied, from a data management portion, what files we need to maintain to move forward.

5715 - Fire - Facilities, page 8

This is the preventative maintenance costs with one salary and benefit line and that's for our part time custodian for the Fire Administrative building. So as you look through the lines as you look at 2020 projects that are happening right now, we're doing some rear door work at Central Station. We have the compressor improvements for the SCBA fill station. Air filtration across, you'll notice we've had air filters starting to pop up around the building for cleaning the air. Along with our video conferencing and virtual meeting platform. We continue to put those pieces in place as we move forward. One place that we did fall short and we didn't account for water service on one of the buildings. So you'll notice an increase in water and sewer service this year. That is to bill off what was paid out. Last year we came in at 98% spent on all our utilities combined. So that's where we accounted for that cost.

Large equipment maintenance also increased. We had a station generator program that's been put in place as we have the larger generators now and the maintenance to the primal vent system. So that's where that's all accounted for. Seeing no questions from the Board, the Chairman moved on.

5720- Fire - Communications, page 12

Chief Buxton explained, this covers the Fire Dispatch Center and associated equipment with our radio system. As you're aware last year you authorized phase two of the radio system. We're in that planning portion now. Phase one is currently under construction as we're moving forward. Again, this budget is built on a three year averages. For highlights as you move forward you'll see that the bulk of the communication line is very flat. With the bulk of the increase of the line is actually attributed to salary and benefits and contractual obligations. Selectman Martin said, I know we authorized phase two of the communications. Are the consoles all done? Chief Buxton replied, the console at PD is still under construction. Seeing no questions form the Board, the Chairman moved on.

5730 - Fire- Suppression, page 15

Chief Buxton explained, 5730 represents the Suppression area of the organization. This counts for all of the Firefighter/AEMT's and staffing of the fire stations on the twenty-four hour basis. This year you have four additional firefighters that were added into the budget. Additionally you'll notice that that salary line seems to make a big jump. But I want to remind you that you're also receiving \$485,000 in offsetting revenue from the federal government for the SAFER employees that were brought forward. So when you look at that and you take that into comparison that takes insurance increases, retirement and then the cost of living adjustments through the collective bargaining agreements. Uniform lines were increased for the five new employees that we just hired on Tuesday evening. The new hires are budgeted at family plan, so that potentially could come down as we move through the budget because we're not exactly sure where folks are going to be at.

Chief Buxton went on to say, I'm certainly willing to accept any question, the one area that I would bring your attention, well, a couple of areas I bring to your attention is under 202 we have the compressor maintenance that's been added to the budget. That's for the new self-contained breathing apparatus compressor that's going in and then flow testing for the new breathing apparatus that is happening. Those are both required by standard. So those maintenance costs are in there. That's why you see that increase there. Oils and greases went up a few pennies, but as I'm sure the Public Works Director will tell you that's just cost of those products and something else out of our control. Additionally you'll notice there was a 7% increase in uniform purchasing. That is not just uniforms. That is also protective clothing for the fire fighters and their class a uniforms. With the new employees coming on, they all get sized at the end of their probation, which will be in next fiscal year's budget. So that's how that continues to move forward.

Chief Buxton said, Mr. Chairman, I would bring to your attention this evening that in 5730-404 Trucks, with the action item that the Board took on Tuesday evening, we do need to make an adjustment to add in for the lease purchase payment that was authorized for the replacement fire pumper. Selectman Martin said, I'm prepared to make that motion. Selectman Martin made a motion, seconded by Selectman Roy to amend line 5730-404 Fire Suppression, Trucks from \$270,322 to \$337,532 which represents an additional \$67,207.72 for the lease purchase of a new Seagrave Pumper. Carried 3-0.

5740 - Fire - Inspectional Services, page 23

The Chief explained, 5740 is the Inspectional Services budget. That is the area that covers the combined Building and Fire Prevention area. This budget was also built on the three year average. The overall operational cost actually comes in a little lower than it did last year because we're redefining how we're doing our public education. So you'll see a small reduction there. Then we reduced some training requirements because this year as certifications continue to go up, we keep the educational reimbursement in place for further development of the employees but their certifications are now in place that were not there the first couple of years. Seeing no questions from the Board, the Chairman moved on.

5765 - Fire Alarm, page 31

Chief Buxton said, that is the portion of the fire alarm budget, the budget that covers the fire alarm system. That's 350 massive boxes. 56.4 miles of fire alarm cable, across Town, on nine fire alarm circuits. In this budget we did make some small adjustments to the budget for reduction. That's just because the construction projects we're having has provided us opportunity to, I'll use Dakota Partners, they're going to upgrade the cabling in their area to get it to their facility itself. So there will be no additional costs this year on that. So as we're forecasting out projects, that's where that gets paid from.

5770 - Fire Emergency Management, page 33

Chief Buxton explained to the Board this certainly covers the Emergency Management functions for the Town. You'll note in that line item this year that we have increased some additional training monies. A couple of reasons for that. One: this coming year we'll have a project to look at the upgrades of the local emergency operations plan because it is time to update that as we continue our way through the pandemic. Then we had talked about the need for some emergency management, incident management training for the staff. So those are some follow up items we had

from the EOC that I had collected for data points as we were working through that. So that reflects how to get that accomplished. Seeing no questions from the Board, the Chairman moved on.

Chief Buxton then said, I have one outside the budget request, Mr. Chairman and one warrant article, I don't know which one you'd like to take first. Chairman Morin told Chief Buxton to do the outside the budget item first. Chief Buxton explained, it was in the cover memo that we provided you. We're asking the Board's consideration in moving to a cloud based system for our training program. It is an \$11,000 cost with a reoccurring cost of \$395.00 a year for maintenance and subscription fees. This is internally and would be administered by a member of the Fire Administration staff, one of the deputies. One of the things as we look through here, that was advantageous for us, is the fact that this is going to afford us the opportunity to have access to online training activities that will assist us in maintaining of EMS licensing and other online programs that we can download from a library. The way the system works is we create training programs. We upload them and other departments can grab our data but it is basically a big pool of data that we can pull back that's credentialed. So on the EMS side of the house, if the guys want to pull up a back boarding exercise, they have the ability to create the program, go in, get the program and bring it in. From an administrative standpoint there is also a couple things organizationally that I think will work for us. One, this will provide an opportunity for us to do in facility bulletin boards electronically, instead of having to keep print out reports. We'll be able to put up announcements in the employee workspaces. Then additionally, it will give us an opportunity to gather more employee feedback through the forum section. So we can put up at topic that is basically like a blog and employees can give feedback on a training agenda item or an operation change that we're making organizationally and becomes a communication tool for us. So we're asking the Board's consideration for that. That's the one outside the budget request that we had this year.

Selectman Roy asked, so that cloud based system for the EMS certification, will that save man-hours? Like do you lose man-hours when you have to send folks out? Chief Buxton responded saying, so currently right now we used to bring everybody to Central. So this is a two-step process. This year we're putting the teleconferencing into the facilities, so they'll actually be able to stay in their buildings. The second piece of that is to not only save money from them actually coming down and having to group up, but if somebody is looking for a specially piece, yes, it's going to provide an opportunity where they don't have to go off. They'll be able to come in and gather that. We have had some employees that have been out on leaves from off-duty injuries and such. This program will also provide them an opportunity to gather and get credit for those hours outside of work. Which is huge because the licensing requirement does not go away on these employees and they may not be able to get into the station to log into a Town owned computer to get to what we're doing internally. So it provides more flexibility for the employee and we believe it will be a good opportunity for us to move that program forward.

Chairman Morin then added, what this will do is the way they're doing training now, everybody is Central so it left the districts uncovered and it was a longer response time. And what would happen is if you got a call during training, you missed that because they continue because they had to bring in an instructor. So the people would all miss that section, especially if they were gone for an hour or two hours. That's a lot of knowledge being missed. So this will be a big, big help there. Chief Buxton added, it certainly provides us a better tracking opportunity. It also integrates with the national registry which is the refresher training agency for our EMS certifications. So the software will take the reporting and the hours and it will just move over to the national registry so they can be re-credentialed. So it's a big upgrade for us on the credentialing side of the house.

Selectman Martin asked, have you vetted this with IT? Chief Buxton replied, I mentioned it to the IT Director but we have not talked about it. Selectman Martin replied, you have not talked about it. Okay. Chairman Morin asked, does anybody want to make a motion to approve that? Selectman Roy said I'll make a motion. The Town Administrator then asked, where do you recommend we put it, Chief? Chief Buxton said, I'd put it into 5730 and give me one second and I'll give you a line. The Town Administrator then asked, do we want to put it in 5777 which is Fire IT? Chief Buxton said, you can. You can add it to the IT Director's budget 215. Selectman Roy made a motion, seconded by Selectman Martin to approve \$11,000 in line item 5770-215 for the covering of the cloud based training, Target Solutions. Selectman Roy asked, Chief, you don't need the \$395 added? Chief Buxton replied, not this year. Motion carried 3-0.

Chief Buxton then said, the last piece I have for you this evening is surrounding the warrant article for the fire apparatus repair and refurbishment fund. I'm asking you to support a warrant article to go to the public that would ask them to put another deposit of \$25,000 into that fund. This is the one lone warrant article we have this year.

That fund is used to maintain the large equipment fleet if we needed to refurb or pump rebuild. Probably the last example I can give you is we had a swivel seal on the old ladder which was a turntable so it could go left and right that we needed to have repaired. That's where that funding for that came from. This year we have also targeted a refurbishment of a forestry truck with the squad truck being remounted. So the chase will come back and we will have the opportunity to refurb a forestry truck out of that line. That will be a project that you'll see in FY21. Chairman Morin asked, any questions? Any motions? The Town Administrator said, if I may make a suggestion, as it's a warrant article and we can do them all later on, you might want to perhaps wait for Selectman Coutu to be here so you have more support. Certainly supportive of it, I think that might be the right way to do it. Seeing nothing further for the Chief, the Chairman moved on to the next department.

Dept. of Public Works (5515, 5551 - 5556 & Warrant Articles E, M)

Chairman Morin recognized Public Works Director Jess Forrence. Mr. Forrence started by saying, good evening and thank you. As the Town Administrator mentioned earlier, if it wasn't for the salaries, the insurance, the retirement and all the rest of that stuff, the Public Works has come in with a pretty level funded budget. If you look at the whole thing you'll see it's actually down about 2%. We did a pretty good job putting everything together. We do have a couple things on the side to bring up later, if you want to go then, or if you want to do it now. It's totally up to you. Chairman Morin said, we'll go through the budget real quick and then we can hit those.

5551 - Public Works admin., page 5

Mr. Forrence started off with this line of the budget and explained, that's the only thing that really boggles on this. Everything else, all of the line items, water, sewer, electricity, gas, we're all pretty well set. Radio repair, I hope that new system works its way in here pretty quick. Building maintenance, I think we're all level there. If anybody's got any questions? Selectman Martin said, you're actually down. Mr. Forrence replied, well there was a big drop. There were 47,000 but that was for the engineering for the wall at the transfer station. So that went down.

5515 - Public Works facility, page 2

This is pretty much all level funded. Newspaper ads, equipment rental, training, postage pretty much everything in the office that we work with. Selectman Roy asked, the copy machine, that's one contract for the entire? The Town Administrator replied, we have one contract and everyone has proportion of it. Selectman Roy then asked, so did the cost go up overall for the town? Mr. Malizia replied, I believe if I look at it, yes. The last contract, I believe, went up. So everybody gets their copier or copiers in some cases and the finance director proportions that out.

5552 - Public Works Streets, page 8

The Public Works Director explained, basically the labor cost is the only thing that got hit on that. Medical expenses went up just a little bit. We're going to have more employees come in, hopefully. Like the Chief said, gas and oil we're gonna try keeping everything the same. Salt we got a good boost in last year. Plow blades went up a little bit because of the two new trucks coming in. So we've got to fit them. That was about it there. Pretty much level funded.

5553 - Public Works equipment maintenance, page 14

Mr. Forrence said, still the same thing. The labor costs, large operating equipment we went up just a little bit on that, but we had room. The 5553-340 is to dress the new trucks coming in. we want to get them set up. There's always lights and everything to be replaced. So the cost of everything going up we threw a little bit extra to that but we still kept it to the negative so we should be okay with that.

5554 - Public Works Drainage, page 18

Mr. Forrence went on to say, this is basically the same thing. Labor costs and so forth. Everything else is pretty

much on the penny. Any questions there? Selectman Roy asked, is there a specific seminar that you're looking to go to? Mr. Forrence replied, there's a couple seminars. We tried doing all our training and seminars through Primex. It's a lot cheaper. But now we're in the MS-4 so we have to do a lot of training on there for catch basins, what to look for and all the rest of it. We're involved with the asbestos stuff now, so that's another one that we have to go through. So there's a couple of things we have to cover. Seeing no further questions, the Chairman moved on.

5556 - Parks Division, page 22

As Mr. Forrence was flipping to this page in his budget book, the Town Administrator explained, its pretty level funded for everything outside of the labor. And the labor is because he had the contract and the benefit increase. Mr. Forrence added, everything else is pretty good. Benson's looks beautiful. The other parks look good. We're starting to get control on the new cemetery that we took over this year. I think we're in pretty good shape for parks. Selectman Martin asked, on the cemetery, so that's the one right there on Central Street by your place. So you're mowing and cutting and everything. So its Town owned now? We can get our cemetery trustees in there to map it out? Mr. Forrence replied, they have been in there doing record keeping and everything else. A couple times I've noticed them in there. I've talked with Dave Aloukonis on repairs and everything....Selectman Martin interrupted Mr. Forrence to say, he contacts you? He won't contact any member of that committee, so that's why I'm mentioning it now. So. Mr. Forrence replied, I've talked with Dave. I've met him out there. Selectman Martin replied okay, thank you. Seeing no further questions from the Board, the Chairman moved on.

Solid Waste (5970)

Mr. Forrence explained, Solid Waste. That's pretty straight-cut forward. There's a yearly 2% increase on the contract, in the contract, to be done every year. The numbers are going up because of more houses and everything that's being sprout up in Town, but we're still in pretty good shape. The Town Administrator reminded the Board that FY22 is the last year of this contract. We'll be going out to bid. So just so you know, this is the last year of this 5 year or 7 year, I forget what it was. Mr. Forrence then said, there's been a couple of extensions out there so it's been a good long time. We really enjoy working with Pinard. They've done a great job for us. But it will go out to bid absolutely. The price is going to change but we've held their foot to the contract number where all of their costs have gone way up. But they've done good with us.

Chairman Morin asked any questions on the budget? Selectman Martin asked, just a quick question on the retaining wall. If that gets through. Did we put that through? It's on a warrant article, right? Okay, I'll ask that when we get there.

Chairman Morin then moved on to any out of the budget requests from DPW. Mr. Forrence went on to say, the first item I'm looking for is street overlay. I'd like to bump that up another \$200,000. If you look at what it actually gets you, it gets you about a mile a road, reclaimed and paved. So if you take, I'm going to reference a street, if you take Adelaide Street that's about a half a mile long. So if you pave it twice, that's how much \$200,000 gets you. We have \$790,000 in there now, that got us this year about four miles only because we did a lot of just milling, we didn't do a whole bunch of reclaiming. So we got to go a little further with it. We had NRPC come in an evaluate our roads, put a plan together, and they shook their heads and said how are you doing this? You're going to be following behind if you stay at this rate. Lowell Road is going to have to be milled and filled again and that's going to take at least half of the budget. Just to mill and fill. I'm not saying next year, I'm saying its coming. So for us to catch up to where we're working to be, I'm looking about \$200,000 to be put in. Whether it goes warrant, whether it goes in the budget, somebody's going to say no.

Selectman Martin was recognized and said, I agree that we need to do something because we'll fall behind. I see the roads. We all drive the roads in Town. My daughter knows every road in this Town now better than the Fire Chief. So, I think we need to either...I make a motion. I move to increase line item 5552-248 streets overlay, to increase it from \$790,000 to \$990,000. Selectman Roy said, I'll second it for discussion. Selectman Roy was recognized by the Chairman and asked, why wouldn't we put this on a warrant article? Mr. Forrence replied, that's totally up to you people. If it's got to go that way, than it's got to go that way. I feel very confident in a warrant article. What people really care about is the streets, the water, the sewer, the trash pickup. Whatever you guys would care to do with it. Selectman Martin then said, so, I can't remember how many years ago, when the Budget Committee endorsed the \$500,000 increase on a warrant article and voters voted for it. Your budget at that time wasn't \$290,000, right? Mr. Forrence replied, there was \$250,000, right in that place. The Town Administrator added, I think it was about \$270,000. Selectman Martin went on to say, so that \$500,000 brought it to this? The Town Administrator replied, yes. Selectman Martin then said, well that's a shame. I would say, go for a warrant article for the people to get you over that \$790,000. I would say put it at \$500,000 and see what the people go for. Unless it's a too large of a slice of an apple. The Town Administrator replied, the problem is if you do too much you risk losing and getting nothing. So I think you might be better off sticking with...Selectman Roy interrupted saying the other issue is how much can you spend of that? Like, you know what I mean, like, can you do an additional \$500,000 worth of work? Mr. Forrence replied, yeah, absolutely. We still have money in that we plan on doing come springtime, one of them is the parking lot out back here. The Town Administrator said, I think the question is more do you have the manpower and the time to actually do more. You can always spend money but can you actually do the actual on the ground? Mr. Forrence then replied there's a lot to entail and a lot of stuff we do. But for the roads that are coming up that we're looking at, we're not saying they're going to be done, there shouldn't be a problem of us handling what we need to handle. At this point Chairman Morin asked, so am I hearing you'd rather see a warrant article? Selectman Martin said, I withdraw my motion. I would like to see it on a warrant article. The Town Administrator said, so we'll prepare a warrant article and bring it back for the Board's consideration before the end of the budget. So \$200,000? Is that the agreed upon, would you like to see that? Selectman Roy and Martin both said yes.

Mr. Forrence then went on to say, the second item is large equipment. The brush tractor that I mentioned. We recently we got a brush tractor. Totally different. This is a brush aug this is the machine that drives down the side around, it's got the giant arm on the side of it and it reaches up and it cuts branches that are up that high, takes care around stop signs. We have to do this by statute in the State of New Hampshire. We have to do roadside mowing. We have to do brush cutting. That's something we have to do. The machine we have now is a 2007, it's hurting. It hasn't gone out yet, but will go in the next couple weeks for repair again. It's been not working more than it's been working, so it's time to move on with it. Selectman Roy asked, what's the lifecycle of one of those machines? Mr. Forrence responded, they're usually 10-12 years, so you know it's not uncommon for us to keep things just a little bit longer than we should evidently. The Chairman asked, what would you like to do? Just add that? Selectman Martin said, I'd like to see, you got a lease purchase option, I would like to see a lease purchase. At least through here you're not thumbing out all that money. I know its \$130,000 but it's still a lot of money people don't have. So I'd like to see it in as a lease purchase. The Town Administrator said, if you flip the page, there's two numbers for lease purchase. You can do a four year for \$34,145.28 or you can do a five year for \$27,702.36. Either four year or five year lease. This is what Jess has proposed. Mr. Forrence added, and purchasing it come July 1st, of course we'll check again make sure the numbers are still good, but it would be through the government agency. So we'd get the best price on it. Selectman Roy made a motion, seconded by Selectman Martin to increase line item numbers 5552, 5554 and 5562 for a total of \$139,071....hold on a second. The Town Administrator asked, would you prefer the lease option? To which Selectman Roy replied, yes. The Town Administrator then said it would be the \$34,145 for four payments or \$27,702.36 for five payments. Those are the basic two choices. So pick on or the other and we'll divvy it up appropriately. Pick four year or five year. You're talking a difference of 7K a year. Selectman

Roy replied, I'd say five years because if we're gonna keep it for you know ten years, then. Selectman Martin said, I'll second so we can discuss. Chairman Morin said, motion on the floor by Selectman Roy, seconded by Selectman Martin. Selectman Martin, discuss. Selectman Martin said, it's needed. The law says you need to do it. We have to comply and this is the best way than having to put all that money into the budget all at once. So I'd rather see the lease purchase. Selectman Roy said, I just think again if it's gonna last us ten years, why not take the lower payments. Seeing no further discussion. Selectman Roy made a motion, seconded by Selectman Martin to Martin to increase line item numbers 5552, 5554 and 5562 for a total of \$138,511.80. for a brush tractor lease to purchase. Carried 3-0.

Mr. Forrence went on to say, last thing I have. Dick Empey brought it to my attention that the train station that is sitting there (Benson Park) now the inside of the building is still loaded with asbestos. We discussed it a little bit. He did the leg work on it. Got a quote for remediation/removal all the rest of it. It would not improve the inside of the building it will just get rid of all the bad stuff so somebody can start working on it. Selectman Martin was recognized and said, Mr. Chairman I wouldn't mind seeing that asbestos being removed for \$3,500. I would rather have a professional RFQ done and sent out to people to get a quote to abate that asbestos because we've been in this situation before where we've had estimates and we've spent entirely more money than we needed to on a project at Benson's. So I don't mind seeing the project getting done. I'm not going to go with a \$35,000 figures. Mr. Forrence corrected Selectman Martin saying \$3,500. Selectman Martin acknowledged the \$3,500 amount and went on to say, I'm not. I won't. I refuse to. Thank you.

Selectman Roy then asked, so did he actually go through the bid process or did he just get one quote? Mr. Forrence replied he got one quote. He had somebody come in and look at it and said what will it cost to do this. If we need to go out for a couple bids after that we'll see where we stand. If I have to come back to the Board again we'll do that. Chairman Morin said, I agree with you. The amount of asbestos in that building is not much. And I understand what you're saying and if that's where you want to go we can go there because again, you hit it right on the head. We've had several of those instances, I agree with you. But there isn't that much in there so you understand. At this point Selectman Roy added, but I agree that we should go through a bid process cuz it could be on target, it could be low. Selectman Martin then said, cuz if the bid comes in at \$5,000...Chairman Morin interrupted saying, and may be because I don't know how old this is now. I'm sure it's quite old so yeah. Why don't you just have him do that and we'll come back to us and we'll take that one from there. Mr. Forrence said, okay, I will do that. Any other questions? Oh, that's right, warrant article E okay, we can start with D.

Warrant Article D - Mr. Forrence said, to purchase a replacement for the VacCon truck. We kind of missed the boat on this last time I had money funded pretty well at the cost set. It was my bad that I didn't get permission from the people to expend the money. So because the money was sitting there and the people have to authorize us to say okay, so I had to sit for another year. That 'nother year came back and bit me pretty hard on the trade in value and the actual cost of the vehicle going up. So it's over the \$400,000 now. If you look at the second one, it shows that we'll probably need about \$60,000. \$30,000 coming out of the tax base. \$30,000 coming out of the sewer revenue fund. But that's where it stands right now. The Town Administrator said, so the voters need to approve the expenditure of this fund. We've got about \$335,000-\$340,000 in it right now. Actually \$345,000 last I looked it up. So there's another offer to put additional funds into the reserve. But the voters have to approve the expenditure per the warrant article. It will have no impact on the tax rate that will get forwarded but it does have a cost that the voters have to approve. The second article which is what why I'm following is split between sewer and the drains division. \$30,000 of that will affect the tax rate. The other \$30,000 is the sewer and it won't affect the rate because it's not a consequential number for the sewer budget. The sewer rate will not change because of it. It's kind of a two-step dance. Again, as you talked about bringing these articles up when at least Selectman Coutu is here. That way everyone can weigh in on it.

Mr. Forrence said, the other one (warrant article) is the Transfer Station retaining wall. We did the engineering or the design on it. We met with the people that got it up there today. They did test pits for ledge, finding out where things could go. After speaking with Elvis and getting this up, we'd like to bring forward a proposal for the retaining wall at the transfer station, \$525,000. Selectman Roy asked, that's just the first step, right? This will be a phased in process to improve the transfer station? Mr. Forrence replied, yes we're looking to develop it altogether but we're starting with this because we need to this retaining wall where things are starting to deteriorate there now. We have to make it safer, make it more productive. People have been there on Saturday and see the backups. The way we're gonna design it, we should be a lot more efficient with people. Make it a lot safer. If it never goes any further than this, this will still keep us in a good place. So if they decide not to go any further, we can live, for a little while, until you guys get the next bid for trash pickup. But this will be good. And why so much money for a retaining wall? These are ten foot walls and they're thick. Part of it has a roof over it. So there is a lot behind it. Selectman Martin was recognized and said, I know we talked about it, but, if the voters approve this wall and you put it in, does that, could that potentially increase or have a couple more days, not a Saturday, but a couple more week days that you could collect trash? The reason why I ask is we're going to negotiate a new rubbish contract. Mr. Forrence replied, you figure when we have a trash day up there it is six guys. I cannot afford during the week to have six guys dedicated to the transfer station. If you wanted to make another Saturday it's gonna be another six guys on overtime. So that's something you'd have to look at. Right now people in their minds still have the last Saturday of the month. We get killed on the last Saturday of the month. The second Saturday of the month which is the other alternative is very light for us, but it makes up for it the last Saturday. When we hand the tickets out we tell them look at the dates on the back. Look at the times. We're open the 2nd and last Saturday of the month, but they still have in the back of their minds the last Saturday of the month and we pay for it. The Town Administrator added, but the way you laid this out, if I'm correct, you'll be able to process more folks at the same time. Right now it's you back up to one dumpster. The way this is going to be set up you'll be able to have two people at every dumpster and it will add three more dumpster. You should be able to process a heck of a lot more people in that timeframe, so you don't really need to open because you'll be able to get them in quicker and get them out quicker. Selectman Roy added it increases the capacity and efficiency. Mr. Forrence added, we're going to separate it so there's not one person trying to back up against another person. we're gonna move things around a little bit so the person here, we can tell the next one you go over there etc. just to make things work easier. The Chairman asked, are you seeing in the future to open that up like Nashua to bring yard waste in every day during the week with a scale and all? Mr. Forrence replied, oh yeah it's gonna have to go that way if we want it to be its own entity, the scales, the charging people coming in, the mattresses, the propane tanks, the tires, all that stuffs got to be a value put on, just like every other community in this town. Like I said from the beginning, the money is made at the scale house. We're looking to hopefully have whoever picks up our trash in the next couple years, actually be able to dump there instead of them charging us a dumping fee, we charge them for dumping there. But we're going to have to endure the cost of getting rid of it also. But that's gonna be a better thing. Tires, batteries, all the rest of that's coming in. Air conditioners, refrigerators instead of picking up a lot of stuff on the side of the road, hopefully people will spend \$10 and bring it to the landfill transfer station. Town Administrator Malizia asked, did you say that it was Keene that you visited that makes money on their transfer station? Mr. Forrence replied, Keene has got it set up, and it's a very old transfer station, while we were there with Elvis, Waste Management was coming in almost one truck after another. They were dumping there, being charged by the ton, with just regular household debris. Then they would be put in a large truck and they drive it to Vermont to dump their stuff. But they say it pays for itself. It pays for all the equipment that's there, very profitable. Hopefully we'll get there. Seeing no further questions from the Board, the Chairman thanked Mr. Forrence for his budget presentation.

Town Clerk/Tax Collector (5030). page 6

The Chairman recognized Town Clerk/Tax Collector, Patti Barry. While the Board was waiting for Selectman

Martin to return to the room, the Chairman asked Ms. Barry while we have a minute do you have anything to say about voting/ballots or anything like that to get information out? Ms. Barry replied, as of today we're closing in on 3,800 ballots being sent out or handed out. Just yesterday and today we handed out or mailed out 300. So it's been so busy. We got about half that amount mailed back to us. It's just going to be crazy in the next two weeks. The Moderator, Mr. Inderbitzen, will be doing a drive by absentee ballot collection on Saturday at the Community Center from 12-3pm. Strictly just a drop off for absentee ballots, you cannot get ballots there. It's just dropping off. Residents who are planning to use that, please bring your id.

The Chairman moved on asking Ms. Barry for her budget. Ms. Barry said, thank you, good evening. Selectman Martin spoke saying, this budget is too high. Can we not talk about it? The Chairman responded saying, I'm sorry? Ms. Barry then said, I was going to say, unlike the last two departments, Town Clerk budget is very small. Our operating budget is pretty much unchanged every year and it's the same this year. The only thing I wanted to point out was line item 5030-214, I zeroed out that newspaper ads since we no longer have the HLN to advertise in. So I did reduce that to zero. Other than that it's pretty unchanged. Chairman Morin asked if there were any questions. Selectman Martin said, the only thing that's increased is salaries. Ms. Barry replied salaries and postage. Selectman Martin then said, yeah, they're always trying to get more money, the Postal Service. Ms. Barry replied, I had already accounted for an increase for last year and this year in last year's budget so I'm still good with that amount. Selectman Martin then said, I'm good. Do you have any warrant articles? Ms. Barry replied, no I don't. Selectman Martin said, that's even better thank you, I have no questions. Selectman Roy stated she was all set. Seeing no further questions, the Chairman thanked the Town Clerk/Tax Collector for her time.

Moderator (5041)

The Town Administrator stated, Moderator is on page 12 of the same section. The Moderator's budget is down as you can see, from \$32,000 to \$15,000. That is attributed to the fact that next fiscal year there will be the Town election. Just one election. This year we obviously have a lot of elections it seems like, so accordingly he's reduced his budget. That's just a cycle. You can see it through the years. Selectman Roy said, four years from now we'll be looking at it. The Chairman then said, I do have a question on that. With the possibility of COVID and we don't know where we're gonna be at, is he going to need anything if we have to change how we're going to do that. Selectman Roy stated, that's the 2021 budget. The Town Administrator said, for this year. Looking at this we're at least another year. The Chairman said, we'll just have to figure something out if we have to do it. Selectman Martin then said, I just have a question, not of the budget, but, he does, the Moderator, I won't say he or she, but the Moderator, everybody knows who that person is. In a year like this he's busy and I feel in my opinion it's a slap in the face for him to only get \$125 dollars for a Town Meeting. There's much more work that goes into those meetings. The elections. Look at, it's like the rest of us. We're up early for voting so we have to be there but how do we go about increasing the Moderator's salary? The Town Administrator responded to Selectman Martin saying, so to increase the stipend that you pay the Moderator per election or per meeting, so it's not just Town meeting, it's every election, would require a warrant article. So, if this Board wants to consider a warrant article we should probably have a discussion about, what would you like to make the rate because right now I believe it's \$125 for each session or meeting or election? If you want to go to some other number, you'd have to identify what that number is. We'd have to prepare a warrant article and the voters would have to vote on it. Selectman Martin then said, I would think, so he gets paid for the Town Meeting, the voting day. The Town Administrator replied, so basically for every election, I think is how's it's expressed, or every Town Meeting it's \$125 per session. So for...Selectman Roy interjected asking, so does he get paid for the Deliberative Session and then the...The Town Administrator replied, I believe he gets paid two for that. Selectman Roy said, I just want to be clear on it. The Town Administrator said, so some years he gets \$250, some years he gets \$375, some years he gets \$500. He or she, whoever the Moderator is. I looked back because I was curious and there were other folks that did it. I looked at what they got paid in various years. So it's based on the election. The Chairman

then said, so do you want to put this on the list and when we get a few more members back have that discussion? Is that what you're looking to do? Selectman Martin said, yeah, let's do that. Selectman Roy said, yeah, I'm fine with that. Selectman Martin asked, who's controlling that list? The Executive Assistant raised her hand. Seeing nothing further regarding the Moderator budget, the Chairman moved forward.

5330 - IT, 5X77, page 50

Chairman Morin recognized Lisa Nute, IT Director. Ms. Nute started off saying, good evening, thank you for this opportunity to present my fiscal year 22 budget. My team the IT Department supports and implements the systems that pull in our entire revenue stream and all departments rely on our technology and our daily work. We have two IT Specialists, John Beike is with me today, if we have any technical questions over my head. Our second IT Specialist is Vin Guarino and we have one IT Tech, Doug Bosteels. I'm proud of my team and the accomplishments that we've achieved in the last several years and the last fiscal budget and particularly during this COVID-19, which has had some challenges which I'm proud of how we handled.

Ms. Nute went on to say in my FY22 proposed operating budget, we're actually down 10.4%. That is due to mostly equipment going in and out of warranty, but mostly because the fiber optic loop was in here and as you know we completed that, so a good portion of that money went back. Mr. Malizia added, so the operating portion of the budget is down 10%. The labor part is still slightly up, but that's for every department because again her folks have labor contracts and whatnot. So basically the budget is just down 10% for the operating piece.

The IT Direct stated, I have two out of the budget expenses in IT accounts. You've handled the third one, which was Fire, a short time ago. The second one is replacement assessment software. That's why Jim Michaud is in the audience tonight, to present that with me. Then the third is an annual software maintenance package for the Checkmate check-in system that you've requested of us. We'll need maintenance on that and that's in Steve's building maintenance account. Ms. Nute then asked the Board, how would you like to proceed here? To which the Chairman then asked, does anyone have any questions for what's she's already gone over? If not we'll have Mr. Michaud come up.

5477, Assessing IT

Chief Assessor, Jim Michaud joined the IT Director at the table. Ms. Nute explained, the timing of this request out of budget, is purposeful. We've been waiting for a revaluation year, which is this one in FY22, to do this. We were prepared to come before you the last reval with a plan from the current vendor on how we proceed to move forward with their product and their upgrade. Until we discovered all the challenges that other communities were having with them and it was not in our best interest to move forward. So it's becoming more and more imperative that we handle that this year. Otherwise we're looking at another five years. The reason this is so imperative as well this year, is because this is getting to be quite an old system. It was originally built on DOS. Then it was tweaked and redone for windows, so when you get an operating system like that it's more unstable we're finding. So as Microsoft does their automatic updates we are finding some issues. I can prove that even some recent ones we've had there are strictly due to that. But it's certainly pointing to that way. I really seriously feel that one day Microsoft is just going to break it, not on purpose, but it's just because it's such old software.

This fiscal year's proposal is for an entirely different vendor. The reason for that is because we haven't seen in the last several years that, you know we were looking at them before, that they've really improved their product much at all. Jim can talk more about other communities using what we're proposing. Selectman Roy asked, how many vendors are out there? Mr. Michaud replied, in New Hampshire there are three primary vendors. Avatar is a New

Hampshire based company. They primarily do small communities. Vison Appraisal BGSi is the one that does 75% of the 30 most populated communities in the State. So think Manchester, Keene, Portsmouth, Concord. They also do Pelham, Salem. Then the other one is Patriot Properties. Their footprint is getting less. They have seven in the whole state. So they're not bidding on doing reevaluations, I'm not aware that they're really bidding their software around that much. They tend to be concentrating more on Massachusetts, which is their home base but also on the middle Atlantic coast. They're not focusing on New Hampshire clients, such that Vision Appraisal is. That's who I would prefer us go with, though the decision tonight is to allocate funding in the budget and then the decision next spring will be which vendor. But there's really just three. Selectman McGrath said, if I could just comment and I had this conversation with Ms. Nute. I'm sort of an end user a lot of times on both Patriot Properties and Vision Appraisal. I like Vision Appraisal much better. I find it easier to navigate for what I'm looking for. If that means anything to you, you know as a person that actually uses it. Ms. Nute replied, that's good to hear, thank you. Ms. Nute went on to explain, with the site license cost, the conversion of the software, the amount requested here in this proposal is \$80,112. I recommend that would come out of 5477-412 which is the IT Assessing software line. Chairman Morin asked, where does this fall in to the whole program of all the Town updating all their programs and stuff. We've had this talk and where we are with that and where does this fall into that. Ms. Nut replied, this is totally separate. Selectman Roy agreed. Ms. Nute continued saying, this is a totally separate software package. Chairman Morin responded, and again, we had asked earlier, there's nothing you can buy out there that covers everything? Ms. Nute responded, that's correct. Mr. Michaud added, I will say that Vision does mesh with our current vendor, Munismart. They have 57 installations in New Hampshire and they mesh with many tax collection packages. So I don't doubt their ability to mesh with whatever we do in the future. It will certainly mesh with what we currently have. Seeing no questions from the Board, Selectman Roy said, I'll make the motion, what was the amount again? Ms. Nute replied, \$80,112 for line 5477-412 IT assessing software. Selectman Roy made a motion, seconded by Selectman Martin to add \$80,112 to line 5477-412 for the purchase of new Assessing software. This was seconded by Selectman Martin. Carried 3-0.

5477, Town Administration

Ms. Nute asked the Board, if you'd like to handle that last piece out of budget, if you don't mind, would be the annual cost for 40 users at \$3,240. The proposed line item is 5177-215. That's IT Town Administration. That's for the new Checkmate subscription annual maintenance. Selectman Roy asked, what was the cost again? The IT Director replied, \$3,240. The account is 5177-215. Selectman Roy made a motion to add \$3,240 to line item 5177-215 for the new check-in operation system. This was seconded by Selectman Martin. Carried 3-0.

5330, IT

Ms. Nute went on to say in 5330 is my cost center, the main cost center for IT technology. Again, it's just salary and benefits that went up. Basically my cost center just kind of fluctuated where I put money where it should be. You'll see some things up, some things down, but again the bottom line is down 10%. The one new thing I will talk about. In 252 you're going to see quite a jump in that cost center. This is where we typically put any consultant hours for projects that I know are coming up we might need some outside help. What I'm requesting new here is called penetration testing. As this Board knows you hired an outside consultant to review my department. I was pleased with the favorable report we got back in. one recommendation that they did make is that we do our penetration testing more often. The last one I did was about three years ago. What penetration testing is, is that an outside vendor comes in and tests our systems against vulnerabilities to make sure, can they break in? Where are we weak, if anywhere? They can look at both internally do a penetration test there, externally coming in from the internet, can they break in, where we might tighten things up. And also our wireless. So since I haven't ever done our wireless, I've budgeted for all three here. I do plan on, if I can swing the cost in this current budget, I do want to get an external one. We are seeing a huge need, a huge spike in cybersecurity issues. Security is basically a full time job for my staff. I'm bringing this up because you will see this as a recurring cost. Maybe not all three every year, but certainly

an external one every year. Then maybe one of the other ones then I'll do the secondary one the next year or something like that. So I do plan on having this as a regular annual thing. Mr. Malizia added but again, you're able to take it into the budget and still have a reduced budget for this budget. Ms. Nute agreed with the Town Administrator and asked if the Board had any questions. Ms. Nute asked if there were any questions from the Board.

Selectman Martin asked, line 269 Software Maintenance. I don't question what you're using it for, but have you been testing new software to replace? Ms. Nute replied yes. So just as you saw the Assessor here, when there's a software package that effects another department, they're basically the driving force of it. No different than when the Fire Chief came in and said I need this training software. It's not me who's pushing software off on the Chief etc. so the driver behind a Munismart replacement is the Finance Director because it's engrained in our financial systems throughout every module. It interfaces with the financial package. No different than Munismart was put in by the Finance Director, with obviously close support by IT. So, KC and I were co-coordinators on that project. Last October I had written an RFP for that consultant to help us find software. We began looking at vendors. BSNA is one particular one that she kind of liked, looking at other communities and what they had. If you recall I went out for shoulder surgery in January, while I was out she was writing an RFP for the software itself for what she needs for her financial package etc. I was reviewing that while offsite and then adding the IT portion of that. I came back, we had a second demonstration by a vendor and then COVID hit and that project got shelved. That was our sole-focus and it took every hour we had and then some with COVID. This past July, I think it was, I looked into another vendor because there was word that that maybe our public safety software vendor also may have something adequate that have some pieces of financial and the other taxes etc. but it ended up not and it didn't interface with our public safety piece anyway, and it really was not a good fit for Hudson. So that one went by the wayside. Then obviously fast forward now we've lost our finance director. I had a conversation with my IT liaison yesterday and I do recommend that we wait to see who comes in as a finance director. If it is somebody from outside of this agency, they may be using one already they think is the best thing since sliced bread. I would certainly want to look at that. It would certainly hold some value for us if they're already familiar with it and they liked how it worked. Again, whatever we find may not have every piece. That has been a huge benefit with Munismart. We did a lot of customizing and some of the packages were new at the time when we put them in like building permits. So we had an opportunity to help them build it. We were kind of like a beta for that. So, it has been a great program, it's just not as time crucial as the assessing is, but again, they are researching and developing it, so that's kind of the writing on the wall there. They are certainly supporting it, they do put engineering on it whenever the State has a change. They're quick to give us what we need or if the Federal Government makes a change like we've seen in past insurance and things like that that affect it, They've been very good about that. So it's not totally shelving it, but we certainly were in no way ready to put it in this budget as we had initially anticipated doing.

Selectman Martin was recognized with a further question, does Munismart make another version of software like that? The IT Director replied, Harris is the company that has Munismart. They actually do have several. I've actually reached out to two different branches of theirs in the past. I haven't gotten much of any response. I will certainly try again. They pushed me off to someone else in one area and it just didn't happen for whatever reason. I will look at that again. They do have other products. Selectman Martin followed up saying, thank you for that explanation, I appreciate that.

Selectman Roy was recognized and asked, the increase in the telephone? Ms. Nute replied, again, I was just trying to adjust that so it reflects accurately. I was overspent by over \$5,000 in this last budget. It was due to phone maintenance. So finance took it out of here, I wanted to make sure this was whole as I was stuck covering that in my bottom line last time, but that was the reason for it. Selectman Roy replied, okay, I just wanted an explanation. Ms. Nute went on to say, the only other adjustment, the reason 215 was down a little bit, I made a mid-year antivirus change in our software subscription. So I didn't have to budget those software clients this go around, so you're going to see a small reduction in administration for instance. Next year I'll have to put those clients back in. but, I get a reprieve this particular FY.

Ms. Nute then said, if there are no other questions on that, I do have the cost centers. They should be pretty quick, but right behind those pages should go right into 5077. Ms. Nute went on to explain, this is Town Clerk's cost center, just cartridges, maintenance for her panic buttons and camera upstairs. It is level funded. Selectman Roy asked, what is the printer that the State is no longer providing? Ms. Nute explained, so the State notified us that they are no longer, they used to provide the printers to do all your motor vehicle things on, the Lexmark's up there, a couple years ago now they said we're not doing that anymore, we're not supporting that. So when they die, you're on your own. It was a way of passing the cost off. The Town Administrator added, it's how the State saves money. They pass the buck, but we still have to do the function. The Chairman added, I had heard another thing today that the State requires that's put on us and it's starting to irritate me because they're dumping everything on us. They really are. And it's their stuff. Selectman Roy added, because motor vehicle stuff is State driven, right? The Town Administrator replied, yes, we're an agent for the State. But in essence, it's doing them a favor, or part of what they would normally have to do. We do it here, but without the printer, we can't do it. Selectman Roy agreed and then asked, and it has to be a specific printer, I would presume, right? Ms. Nute replied saying, I am going to get the same printer for them up there so that the driver is the same, they can go from one to the other, but yes, it has to. Chairman Morin asked, what's the cost on that? Ms. Nute replied, \$550.00. Selectman Roy added, it's not a ton of money, it's just kind of the point. Selectman Martin asked, the printer, that's not the old feed type? Ms. Nute responded saying, no, you're going way back! There was a brief back and forth of the different programs around that still require a dot matrix printer among the group.

5177 Town Administration, page 13

Ms. Nute went on to Town Administration line 5177 on page 13 and explained, just a slight decrease because of the antivirus subscription. That will come back in next year. Selectman Martin asked, fax cartridges, you actually have a fax machine over there? The Town Administrator replied, yes. We receive more than we send. We certainly don't send many faxes. Selectman Roy asked, is that part of a three in one? Like a scanner, fax, copier deal? Ms. Nute replied, no. the majority of personnel here do their copying and their scanning and some do faxing, from the copier upstairs. It's a much cheaper, cheaper way than a three in one or anything else. So, we have this. Cartridges are cheap, it's still working well, there's no sense in throwing it away, and like Steve said, we get a lot of incoming. The Town Administrator added, we don't send stuff out. We tend to get a lot of rabies certificates. You frequently see that type of stuff coming through the fax, why? Whoever's on the other end finds it easy to do, I guess. Selectman Martin added, I'm just surprised we haven't gone to email for all that stuff. Ms. Nute added, we do, to send it out. We don't send faxes. Selectman Martin went on to say, it just bothers me because the owner of my company still faxes papers. Selectman Roy added, we have to do it. If they want something at the court we have to fax it to them. Ms. Nute added, not everyone has email. Seeing no further questions, the IT Director moved on to 5277 IT Land Use.

5277, Land Use

Ms. Nute explained that this line is level funded. The Town Administrator added, they have the large format copier so when you get the big plan sets or whatever, all that stuff comes out of that line item, so you're aware.

5377, IT Finance

Ms. Nute explained, this is just the one replacement system this year out of their nine. A lot of our 411 inventory have increased because we have some duplicate systems out there for people at home who we put in place for

COVID. We left a lot of those in place, in case someone does go out again. Our crucial personnel. Payroll Clerk's etc. so I still have this extra inventory. I didn't count that in as part of a replacements because they're just low use and I'm assuming eventually we might be able to bring those back or whatever. So I haven't adjusted those so if you think of it, the replacement cycle is ever five years. So technically this should be more than one system, but again, they're just home systems I'm not really counting that as inventory. If there's no questions there Assessing 5477, page 16 will be next.

5477, Assessing

That is basically level funded. Selectman Martin asked, there's eight computers in there? The Town Administrator replied, yes, the public counters. Selectman Martin then said, wow, I've never even realized that. Ms. Nute then added, plus he has a laptop for field and again, we have one user at home potentially.

5577, IT and Public Works

Ms. Nute explained, they do have an increase here if you'll notice. 67% increase. We're trying to bring DPW into this century. But he does have a couple of new things. The first "N" under 208 is for internet connection at the landfill. We are looking so forward to getting a live connection out there for coupons. It will save the Clerk's time, as they do redundant data entry out there. They have another use for that, but it slips my mind. I know Jess was anxious to get it for another reason. Selectman Martin asked, is that part of your loop? To which Ms. Nute replied, no, they don't go down West Road there.

The IT Director then went on to say, under 215 that actually should have an "N" by it as well. That's the time clock and card fees that he mentioned. That will now be a maintenance cost of \$26.16. Seeing no questions from the Board, Ms. Nute moved onto Police.

5677, Police IT

Ms. Nute explained, this is almost level funded. It's basically just because software maintenance has increased and they've got quite a bit of subscriptions and software maintenance packages. They also are sharing some of that internet connection line for their firing range and having a phone up there in that other building. So they have two buildings up there. Any questions on Police? Seeing none, Ms. Nute moved on to 5777 Fire.

5777, IT Fire

Ms. Nute explained you've just added in line 215. Otherwise they were basically level funded. We are looking to upgrade their IP phones this year. That's one new project, but the money was just basically swapped out with a previous project. Our digital phone technology is getting a little old. So we do have a good portion of IP phones in Town. We're just taking chunks at a time and converting them to IP, which is running over our network instead. We're starting with Fire Dispatch and Central Fire because they have some of the older systems. So starting there and then I put a little chunk for starting with a department or two here in Town Hall. You'll see this as a reoccurring cost as well as we get each department done. If there are not questions on Fire, next is 5877, IT Recreation.

5877, Recreation

The IT Director stated, this is level funded. And that is it for IT.

Chairman Morin asked, COVID how much did we end up spending on that? Do you know off the top of your head? Ms. Nute replied, I don't off the top of my head. I know I was taking it out of my budget instead of the Chief's account. So I do know I was overspent. They kept assuring me, don't worry about it, don't worry about it. The Town Administrator added I'm sure we have the costs from the Fire Department as your recall. KC had updated it, she was keeping track of all the PO's. Chairman Morin went on to say, that's fine. My next two questions are, is that what's going to cost us in the future for what we had to do for COVID and do you see anything further that we need to get done that we found that we have to get done if we run into this type of situation again? Ms. Nute replied, we actually did very well on systems. I ended up going to pulling every last system we had. I did have to do a chunk of PC's. I think we're okay now. We did a lot of monitors. Extra monitors for people and conference monitors. We did a lot of webcams and stuff like that. As far as the technology on the back end, we went unscathed. We had our backroom was prepared and ready, so that made it so much easier on us. Again, kudos to my team for fire walls. Everything was robust enough that we could handle the added people. We could get things up relatively quickly. Doug worked his tail off. He was my person on site, physically running around and got it done relatively quickly and it was a real success. To answer your question, I think we're pretty good. You know, unless we send more people home, I would do another batch of systems of course. I don't have a lot of spare inventory. But otherwise, minimal. It adds up, but I think we're doing pretty well. I might do a more robust firewall next time if we ended up with even more people or increase the bandwidth, but that would be about it. The Chairman then said, I do want to add that we appreciate everything that your group had done during that because we know a lot got throw on it and if we hadn't had the technology and the way to have people work at home and have our conferences work over the computer and everything it would not have worked. So we appreciate all of the work that you guys did. Selectman Roy asked, how easy, I guess, because I can't think of a better word, was it for you to make Munismart remote? Was that a challenge at all? Ms. Nute answered, one of our projects right now is to kind of segregate things for security reasons. That's an ongoing project that takes some time and we're working on that. Fortunately again, before COVID hit, we were already working on that. So that was huge, we already had implemented a couple of those. Like if the Chief works at home? Or the Engineer every once in a while, so we had already been experimenting with that, figuring what we have to do on our firewall end, getting that all set up. So the timing couldn't have been any better. But it was perfect. We had already worked it out so now it was just a matter of Doug building these systems and Vin handling the backend and John building spare systems I had as well and pumping them out. The Town Administrator added, so they're able to do their job from home or offsite, but in a secure way but they're getting into payroll and all that. Ms. Nute added, the biggest challenge, if you will, is when a user doesn't have that on at home, sometimes the anti-virus subscription and things like that get stuck. So we've had a major upgrade in Microsoft we've had people actually have to bring their systems back in and do it here because we just couldn't reach it, after a certain point. Seeing no further questions the Board thanked Ms. Nute for coming in and for the good work the IT Department is doing.

5. ADJOURNMENT

Motion by Selectman Martin, seconded by Selectman Roy, to adjourn at 8:28 p.m.

Recorded by HCTV and transcribed by Jill Laffin, Executive Assistant

David S. Morin, Chairman

Kara Roy, Vice-Chairman

Excused absence

Roger E. Coutu, Selectman

Excused absence

Marilyn E. McGrath, Selectman

Norman G. Martin, Selectman