

HUDSON, NH BOARD OF SELECTMEN

Minutes of the October 14, 2021 Budget Review Meeting

1. CALL TO ORDER - by Chairman McGrath for the meeting of October 14, 2021 at 7:00 p.m. in the Selectmen's Meeting Room at Town Hall.
2. PLEDGE OF ALLEGIANCE - led by Director of Public Works, Jess Forrence
3. ATTENDANCE: Board of Selectmen: Marilyn McGrath, Bob Guessferd, David Morin, Kara Roy
Absent: Brett Gagnon

Staff/Others: Steve Malizia, Town Administrator; Lisa Labrie, Finance Director; Fire Chief Robert Buxton; Erika LaRiviere, HFD Exec. Coordinator; Jess Forrence, Public Works Director; Jim Lavacchia, DPW Supervisor; Lisa Nute, IT Director; John Beike, IT Specialist; Doug Bosteels, IT Specialist; Jill Laffin, Executive Assistant.

4. BUDGET PRESENTATIONS

Chairman McGrath introduced the Town Administrator to give an introduction to the budget. The Town Administrator started off by saying I'd like to introduce everybody to the fiscal year 2023 budget. This budget will start on July 1st 2022 and run through June 30th 2023. So this is the first meeting of the Board of Selectmen for this budget. For the folks at home if they would like to view or follow along, if you go onto the Town's webpage, on the front page on the left-hand side under public news there is a link Board of Selectmen Budget, I believe it says. Click on the link and you can go to the documents, the book that we're looking at. I just put that out there for anyone that wants to look. Typically I don't read things but I'm just going to read this briefly.

At the budget parameter meeting in August, the Board of Selectmen directed Department Heads to submit operating budgets with up to a 1.5% increase, exclusive of labor/benefits costs, with other major items or new initiatives identified separately for the Board's consideration either as a request outside the department budget or in the form of a warrant article. The Department Heads submitted an operating budget that equals \$38,582,683 which includes sewer, water and library budget requests. Offsetting non-property tax revenues have been budgeted in the amount of \$17,448,392. The operating budget as prepared by the Department Heads yields an estimated Town tax rate of \$6.77 per thousand. Which is a .13 cent increase compared to this years estimated Town tax rate of \$6.64 per thousand. There are also several warrant articles that have been submitted and at the current time they add an additional .38 to the tax rate per thousand.

A few other notes of importance. The budget, tax rate, assumes an estimated value of 3.2 billion dollars. According to the Assessor he believes we're going to pick up 50 million dollars' worth of new value, not the valuation, actual new value. New construction, garages, sheds, all that sort of stuff. It also includes the updated health and dental insurance rates. We got those early and its good news to report that our health insurance rates declined by one half of a percent. Considering that they go up by 6-8% a year a decline of a half a percent is good news. Dental went down 1.5% so very good news. That has been incorporated into the books so we have those numbers. Pension rates remain the same. We pay an employer share. Because it's a biannual assessment this year's rate is the same as last year's rate. So the rate didn't change. The cost may go up because of labor contracts but the pension rates remain the same. The other key thing is the solid waste contract that we approved, that they Board approved. That's into this budget too. Mr. Forrence will speak to that. But that's in the budget. That was about \$380,000 of additional costs. So just to set the scenario that's what's in the budget book. We can certainly talk more about it if you'd like. But I just wanted to give you an overview before you get started. I think that's all I have to start with unless there are questions. Seeing no questions for the Town Administrator the Chairman moved on to the departmental reviews starting with Fire.

Fire (5710 - 5770 & Warrant Article H)

Chairman McGrath recognized Fire Chief Rob Buxton. The Town Administrator reminded the Board, it's probably best to go through the budget for the actual department, come back to the outside the budget request and then got to the warrant article. So I'd recommend page three on this section of the book. Chief Buxton came forward and said who said good evening Madame Chair, members of the Board. Thank you for the opportunity

to be here to present the Fire Departments FY23 budget. I'd like to take a moment to just thank my administrative staff that gave me a hand pulling the budget together again this year and the operational staff that also had submissions to the budget. So with me this evening is my executive coordinator, Erika LaRiviere and certainly my go to person if I get tripped up this evening. When we review the Fire Department I just want to start off with a little bit of data as I normally do. When I reviewed the FY21 department responses we had over 20,000 contacts this year with the public. We answered 4,692 emergency calls. 2,796 of them were EMS just in Hudson alone. We had 1,450 fire responses. Our contracted service with the Town of Litchfield we answered 447 EMS calls in Litchfield. The Operational Division also responded to almost 1,800 service calls. So leaky faucet, those types of non-emergent type things for home owners. Lockouts that type of stuff. We also have a very robust burning permit process here locally. And we had over 9,000 burn requests in this community over the last year. So we continue to see that number continue to climb. Our Inspectional Services division constructed 1,099 construction permits and conducted over 2,100 actual inspections. So that number continues to go up.

Chief Buxton continued saying, I just want to start with just a brief reminder, in March 2020, this community was forced to activate the EOC due to the pandemic. And FY21, a good chunk of it, was actually throughout the pandemic. So as we go through the budget this evening we'll certainly highlight and make notations to things that were impacted because we were in response mode. We weren't in our normal budgetary mode. You had a budget but we were forced to do things differently or projects didn't get off the desk based on the fact that things weren't available. We were, at certain portions of the year, operating in lockdown. So those types of things had impacts across the budget and expenses when you start talking about vaccine clinics, testing sites, those types of things that we assisted the State of New Hampshire with, so want to just make sure we place that on the agenda this evening.

Additionally our goals for the FY23 budget remain the same. Prepare our people, developments important to us. Continue to have a proper risk management reduction program and offer efficient delivery of service. So that's really one of the big things that we do. This community has been very good to the fire service and the Fire Department. We have the new station on Lowell Road and a freshly renovated, in the last five years, station here at Central Station. You know a little over \$3 million so the reality is we've got a lot of preventive maintenance of this in this budget that will help us maintain those systems so that's very important to make sure we're keeping the investment that the community gave us.

Operating budget this evening has an increase of 1.46%, 1.5% operationally and 1.45% benefits and pay. We also generated a little over a million dollars in revenue this past year as our numbers for permitting and collection fees the really didn't fall off, even during the pandemic. That's kudos to staff that helped us keep Town Hall open and doing business throughout the pandemic. We have three outside the budget things that we'll get to at some point through our presentation. One is a warrant article for \$25,000 for our fleet apparatus repair and refurbishment account. The second is regarding a third administrative position of the deputy's rank. The fourth is the potential to upgrade our Telestaff software to go fully cloud based and cost in there. you will note this year that we will not be talking about Target Solutions. We decided to not pursue that moving forward this year and that comes from a review in the pandemic that we learned our IMC software system is reaching the end of life and really decided let's take a deep dive in what we're doing for asset management, incident reporting and what those upgrades were to make sure we're identifying the right software. So we did not bring that back because that was not ready. That will be ready for the following budget year. So that's really my opening, Madame Chair. If I could move on to 5710.

5710 - Fire - Administration

Chief Buxton started by saying Fire Administration, I think is on page 3. Sorry, I'm used to having KC do my page checks. I throw it out and she's like no it's page 4, you know, so page 3. We've got it down so here we are. This portion of the budget basically covers the administration in the Fire Department. There's five positions covering the salary and benefits line. The fire chief, the two deputy chiefs, the executive coordinator and one administrative aide. We also have one part time position, support services position that rolls up in 5710. This also covers all of our operational costs.

Lines reflecting increasing due to either the three year average or increased because of contracted services would be notices for newspaper ads. We had a little bump up there this year. Increase for our Souhegan Mutual Aid System. That's a contract that we have regarding the hazmat team. It's a \$300 increase. We did have an annual

increase for our awards recognition piece this year. Our contracted services for our four copiers and our encryption software for that had an increase and then medical exams for our operational staff also come out of this line and that was a contracted service with St. Joe's Business and Health that had an increase this year. We also had four additional firefighters that were added to that contracted service so we had an addition of people. And then we added \$100 for furniture replacement just some needed updates as we move forward.

Just a salary note as we look at FY21, you'll note that 5710-101 Full Time Salaries was overspent by \$20,000. That is directly reflective of earned time buyout for administrative staff. So we had \$20,000 in earned time buyout. And then our part time salary was overspent also and that's directly related to extra work through the pandemic. We budget out at approximately 1,248 hours and we utilized 1,300 hours this past year. Which averaged out to about 26 hours a week.

Chairman McGrath said before you move on from that page I have a question about line item 234 and 235. It's for lodging and registration fees. And I know it's a relatively small amount but it was zeroed out for years prior. There's no actuals that have been expended so can you just address that? Chief Buxton responded saying so we did not have anybody attending the executive fire officer program or the fire academy the two previous years. Then in the pandemic everything was shut down so I did not attend any conferences or anything over the last year because there was basically everything was moved to a remote platform. We brought that monies back because we've been informed that they'll be some additional National Fire Academy visits and conferences that we'd be looking at to go to this year. Chairman McGrath added I mean it's a relatively small amount but it just kind of stood out to me. To which the Chief replied, yes absolutely. Seeing no further questions on this section the Chief moved on to 5715.

5715 - Fire - Facilities

Chief Buxton explained 5715 is our facilities line and that is up approximately 1.4% this year. This is really the nuts and bolts of our facility money. So we look at maintaining those systems overhead doors and those sorts of things. All our heating and cooling systems. Areas that showed an increase this year, and there's one thing I want to pull your attention to. So large equipment was increased and I believe that was directly related to primal vent and generator maintenance. So we added it, obviously the generator down to the Lowell Road station on here and in the default that upgrade last year didn't stick. So it comes back and that rolls back to where we were for the FY22 budget originally, prior to the default. Chairman McGrath asked are we looking at 5715? Chief Buxton replied yes. Chairman McGrath replied, because I've got something highlighted that I want to go to at some point.

Chief Buxton then said 5715-207 water and sewer. You'll notice a \$3,000 upgrade in that line and that also was an adjustment that was attempted to be made in FY22 and basically we had two water feeds that were not accounted for in that line. We actually have five water services in three buildings. So you have your normal domestic water. Then you have fire service for Central Station and Lowell Road and then we have the three sewer connections at Lowell Road, Central and the Administrative building. So that's where that increase came.

Additionally this year we took some of that 1.5% to bring us back and put it into Building Maintenance. And basically the building maintenance money that was put in there was to start, as I talked about during our joint meeting with the School Board, to start a planning process to for looking at the Robinson Road Station. The Robinson Road Station was open in the early '80's and it is time to start looking at that facility and figuring out a long-term plan for maintenance and what that facility will look like long-term for this community. Basically what we're trying to do is identify a plan because there is a grant program that is on the cusp of coming out that may be available to us moving forward. So we want to be able to leverage grants to try to pay for some of those things. Chairman McGrath said that's the line item that I had highlighted. But I wanted to ask you about that as well. Because the actuals for '21 were almost \$68,000 and the budget for last year was \$42, I'm going to round up, \$42,000. For this year the budget is going to be \$47,000. Chief Buxton responded, so last year you had almost \$5,000 worth of GOFFER work that was done out of there. You had a replacement of an electrical panel that we lost at the Fire Administration building that was a \$2,000 cost. Then you had an \$18,000 overhead door replacement project at Central Station which was the back side of the addition that is behind Central. If you remember correctly we chose not to utilize the capital reserve fund and go have that out of the operating budget because where we were at in the budget year. So we had the opportunity to leverage that and pay for it out of the operating budget.

Selectman Guessferd was recognized and said I had a question regarding the utility accounts. Now they're all either equal or less. And so do we anticipate those rates, we hear about cost going up, utilities going up, and I just, my concern is making sure we have the right amount in there for it. Chief Buxton responded saying so we customarily have kept track of our utility lines and we've hit 95-96% so we feel very comfortable with the number we're pushing forward this year. In FY21 we actually came in 99% spent on all those lines. So we're hitting the number pretty good. We're hitting it budgetary. So we're comfortable with that.

5720- Fire - Communications

Chief Buxton explained 5720 is communications. That is 2.2% increase in payroll and we reduced the budget in there almost 9% and there's some adjustments that we made. Overall that budget comes in at about 1.6% increase. Couple of things that we did in there. This is the nuts and bolts of the radio system, right? So over the last two years we've been working through the town-wide update to the radio system in FY22 that project will be finalized and there will be some things coming off the budget. So for FY23 we could absorb those reductions that are in there that we're suggesting. We did have one increased line and that was regarding telephone lines. Basically that was just increased in the monthly cost. So that was the one area that we did bump that up. That's directly related to communications that's why it's carved out there and not in our facilities budget.

Chairman McGrath then said, so I have a couple of questions. What I do is go through each line item and I look at the actuals versus what you're budgeting and what you budgeted last year. So, and you may of already covered it, but I was looking at this and probably not paying enough attention. But line item 212. The radio repairs. The actuals were \$495. What was budgeted last year was \$4,000 and the same this year. Did you just cover that or? Chief Buxton replied we ended up covering that elsewhere and we actually had a good year for repairs. I'll tell you a portable radio is a couple thousand dollars. A mobile radio now is about \$5,000 so we didn't lose anything. Everything was repairable. Some of it was actually still under warranty. So we had some collar mics and stuff like that, batteries that were under warranty that ended up being replaced. So we ended up fortunately having a positive there.

Chairman McGrath then said, line item 325 and right behind it is 403. The actuals for 325 were 2.5 thousand and what was approved last year was 4.3 and what you're asking for this year is \$4,000. Chief Buxton responded so that line in 325 ends up being some of the repair stuff to the infrastructure itself. With the overlay of the new system coming in we should be through that and be on warranty for the next year. That's why you see that down a little bit. And we should be able to move forward. I'm not anticipating. There will be some legacy type stuff, like there's always disposables like desk mics and that type of stuff that are not warrantied past six months because of the wear and tear on them because they move them around all the time. We should be in good shape there.

Chairman McGrath said the next line item is 403 the small equipment. The actuals were \$23,800 and the budget last year was \$3,150. Chief Buxton replied saying last year we ended up replacing some mobile radios at the end of the year. I mean portable radios, excuse me, at the end of the year. Which was five radios. Chairman McGrath replied okay so that's why the actuals were higher. Chief Buxton added, we had four new employees coming on staff. We needed to provide them equipment and that's where that came from.

5730 - Fire- Suppression

Chief Buxton explained 5730, on page 15 that covers our operational division. This is the largest portion of our budget. So this is all the salary and benefits for our full time staff. Our fleet, our equipment and training. This is probably the biggest area of impact to the Covid incident last year. Lines that reflect increases either to three year averages or just price increases. So 5730-202, which is small equipment, so chainsaws and those types of things, we went to a three year average on that. Association dues went up a little bit last year. That was \$30.00. Uniform purchases went up \$3,915 that accounts for additional uniform costs that is contracted for the new firefighters that came on board and some of their Class A's and protective clothing. Oil and grease certainly went up. Small maintenance fees all went up a bit and under 5730-404 just a reminder that we had the lease purchase payment for the pumper that went in the budget last year. So that's where you see that.

Chief Buxton then said, I do want to draw your attention just briefly to 5730-105, which is the overtime line that

looks like whoa what happened there. But I want to remind folks of a couple of things. So we had \$4,982 hours of leave of absence time. People out on disability last year. So that overtime line to cover those openings comes out of that line. Additionally in the year we spent over \$100,000 supporting the State of New Hampshire vaccine and testing. So that was recovered on revenue on the backside. So we outlaid it and then the money came back in so when that line looks like it's up there's a revenue on the backside that brought that back down. We also on that line had \$119,000 worth of earned time buyouts. So that's where that increase comes from. That's my opening on 5730. I'm not sure if you have any additional comments.

Selectman Morin was recognized and said I know you talked about it but you talked about it real quick. Small Equipment two thousand and change. You went to six thousand and change and then later on down there Suppression-Small Equipment it was \$301 actual we're going up to 13? Chief Buxton replied yup we had the new SCBA's come out of warranty so we got to go to flow testing this year. And then we have the compressor maintenance that got added in on that 202 line. What was the other line? Selectman Morin replied, I get it for both lines. So the other one just tires. \$60.00 now almost \$6,000. Chief Buxton replied so you're going from \$7,000 in '22's budget down to \$6,000 and that is specific to you have some new administrative staff vehicles that are going to be coming in. The Town Administrator said I think he's referring to the \$60.00 actual. Selectman Morin said yeah you spent \$60.00. Chief Buxton said you're in the actual, I'm sorry. I'm on the wrong report. There was no cost last year. There just no...because we ordered three administrative vehicles that are on order so the tires we had are getting us through.

Chairman McGrath then said so I have some questions again. So line item 204 Large Equipment Maintenance the actuals were \$12,000 and the budget is \$28,000 for this year. Chief Buxton replied the actual last year was...Chairman McGrath said \$12,364 and what was budgeted last year was \$28,000 and the same this year. Chairman McGrath said I don't mean to be real picky but it's just things that jump out at me. Chief Buxton said 204 is Large Equipment, I'm sorry, so I believe we had a repair there last year that was covered by insurance.

Chairman McGrath then said so the next two line item 236 and 237 it's Education and then the second line is Training. The actuals for education was \$1,800. Training was \$1,500 and this year you're looking for \$8,000 for budget and \$8,500 for budget. Chief Buxton replied some of those are contractually obligated costs and last year through the pandemic there was no ability for us to go up to the Fire Academy and pay any training. We had to do in house on our own. So there was no availability to develop from that. We had to get creative about what we're doing.

The Chairman went on to say I've just got a couple more. Dave already covered the tires. Umm, Equipment Repairs parts line item 325. It's almost at the bottom of the page, of page 15. The actuals were \$93,600. You've dropped the budget down to \$2,100. Chief Buxton replied in that line last year you had an \$85,000 expense that was grant funded on the back side. But that was the line that was credited for the new compressor. So that's where that dollar figure came from. Chairman McGrath then said the very last thing, the last line, it's the Fire Suppression Trucks. The actuals were \$477,195 and the budget last year was \$270,322. This year it's up to \$337,415. Chief Buxton replied, yup so....The Town Administrator interjected saying if you recall last year we had the payment for the pumper. We put it in the budget but when the default came it had to come out. So that's why that was reflected lower. We actually transferred money to actually make that payment. So from a budget perspective it went to \$270,000 but he actually asked for closer to the \$337,000. Because of default I had to reset everything to default numbers which really skews some of these numbers.

5740 - Fire - Inspectional Services

Chief Buxton explained 5740 is our Inspectional Service line. Cover our staff upstairs that does the building and fire prevention area. Page 23, excuse me. So that covers the entire cost for our Inspectional Services area. Payrolls up approximately 2% and operational is down about 2%. And the biggest change in that line, there was a couple right. So you had subscriptions have gone up for the NFPA. We're expecting an update to the Building and Fire Code this year. So they'll be an increased cost for purchasing updated codes because we are required by state law to maintain a minimum of at least one hard copy here for the public to review. Association dues went up and there was an increase in the ICC New Hampshire Building Officials membership fee. That's an organizational fee. That's not an individual fee. They have access to all the ICC codes which is where the building code actually starts from.

We dropped a professional development piece because if you recall it's been five years now that we've had the joint department. We started out with a lot of certification training that needed to be done so we could cross train the staff upstairs. Their certifications are up so we moved some of that money back towards Educational Reimbursement for future development. So those aren't certifications that are required anymore. It goes back towards the development piece. In some of those lines, as Steve was talking about earlier, we had made some adjustments last year to that but then with default we end up a little bit back and forth. Okay.

Water Quality we're requesting to add to test Robinson Pond twice a month instead of once a month for the year so we can try to keep that open a little bit more than it was this year. The cost for water testing, the State of New Hampshire used to give us one test a month free, and they aren't doing that anymore. So we're required to pay for those now. Those are \$90.00 apiece.

You'll notice a reduction down in Public Education and that's not that we're not doing any public education. We're actually moving to different platforms. Right? So we're trying to make things available online. We used to do a lot with coloring books in schools. A lot of that stuffs gone to online stuff. We do our traditional coloring books and that type of stuff at Old Home Day with the little grab bags. But in the schools themselves it's really gone to a more online platform. Which is cost effective.

5765 - Fire Alarm

Chief Buxton explained the next line is the budget is Fire Alarms, page 26. Basically that line covers our master box system. There's 350 master box in this community. We manage 56 miles worth of cable. With 9 fire alarm circuits. So that comes in a little bit lower. We've been successful to leverage development. So what do I mean by that? Is developments are coming in and they need to upgrade as part of their agreement with us to their upgrading the wiring as we move forward because they need the expansion. So we've been able to do that.

5770 - Fire Emergency Management

The Chief went on to 5770 Emergency Management and said that is the cost of the Emergency Management System for the last year. Probably the biggest piece to highlight for you is underneath. 5770-403 sticks out like a sore thumb from \$60,000 to \$2,000. And that was we filtered all of the COVID costs through that line, right? So as we were covering moneys and stuff like that, we were able to filter that through one line instead of basically hitting each individual, trying to trying to manage nine different departments and how that money was. We did it through one. So we did \$44,000 in GOFFER funds, and we did \$13,000 in the Department of Justice Grant that we had gotten received there.

The other piece is, is that certainly with the second year of the construction coming in, we'll be moving over to the full maintenance contract next year. We fell a little shy of that last year, so we had some money left over at the end of the year. But that is \$78,000 for the radio system infrastructure. That will be for maintenance there. Chairman McGrath asked is that the professional services? To which Chief Buxton replied yes it is.

Chief Buxton then said so that is my operational budget, certainly have a couple of outside the budget things to review and IT type stuff.

Selectman Morin was recognized and said first, I want to apologize because I'll tell you the truth. I meant to bring it up because I had talked to the Public Works Director about this last year and we were going to move forward with it. And when you brought up the emergency services, we actually had talked about it too. A light trailer where it can be used for emergency scenes. It can be used for public works. And we had discussed that. And again, I apologize because we had talked about it, said we're going to try to get that in the budget somewhere this year, and I forgot to bring it forward. But I think for the amount of uses that something to that effect could have between all the departments, police department to and I've been looking all the area towns have at least one, you know, I don't know what the cost is. Again, I apologize. Chief Buxton replied saying so I think Jess would agree with the statement. We are somewhat spoiled because at least I know from a Fire Department end of things If we have a trailer issue, lighting, trailer issue Charbonneau's have been very, very, very good to us over the years. And so Continental Paving has provided some support. I certainly agree with you 100% in regards to putting some money aside to get a light trailer. I think that's always good to have, whether they have a water break or whatever,

somebody needs it in the middle of the night or certainly not waking up Continental Paving, right? But the reality is, is that I think having something and we can develop a price on that and send that back to the Board for consideration, if that's where you'd like to go. Selectman Morin replied, I would like to see it. I mean, for all kinds of purposes in Town, I mean, we can even use it for public events. Chief Buxton replied yeah, Old Home Day. You know, there's a lot of and I'll and I'll actually take a couple of minutes to see if we can leverage something. If there's like an offshoot grant out there that maybe we can apply for and see if we can get that covered.

Selectman Guessferd and Chairman McGrath both said this is a good idea. Chief Buxton added, it's a great idea.

Chief Buxton then said so unless the Board has any consideration of how they'd like to go through it, I certainly would start with my warrant article first and then go to my outside the budget request if that's appropriate at this time. The Town Administrator said Article H. Simply put, I believe we're trying to add money to the existing Capital Reserve Fund for Fire Apparatus repair and refurb. We did that last year. As everybody knows, a couple of years ago, the state law changed any funding to a capital reserve established already needs to go on a warrant article. So it's a necessary evil. If we want to fund it, I believe its \$25,000 Chief? Chief Buxton replied \$25,000 for that. Yes. Selectman Roy asked what's the balance? Chief Buxton replied the balance, you had two projects you funded this year that are underway right now. So the balance when they're completed will be \$111,000. Any other questions on that warrant article?

Seeing no further questions from the Board, Chief Buxton continued saying, Ok, I have to outside the budget request that I'd like to review with the Board this evening. I'll start with the IT one first and kind of going that order. So basically, as the Board is aware, we operate the Telestaff scheduling software through what used to be. Kronos is now UKG. Through discussion with the IT Director we're recommending that we move that service completely to the cloud. Right now, we're split between the cloud and server maintenance here locally. This would afford the opportunity to achieve one of the goals that the IT Department has set in the strategic plan and expansion of some cloud based systems was also mentioned in their MRI report last year. So that's a deliverable that hangs out there. What we would do is we would need \$12,550 of additional funding, and then we were would reduce line 5777-269 by \$4,450 to add that together and make the \$17,000. We certainly wouldn't be paying for maintenance on a server here by them if they're hosting us, right? So we would attempt to do that all there with them. So if the Board has, we would like to request the additional \$17,000 and I don't know if the IT Director has anything she'd like to add if certainly a couple of seats.

IT Director, Lisa Nute spoke up saying I can discuss it more when I go up there. This is kind of a phase two, but I think when I'm in front of the microphone, I can just touch on a little bit more. Chief Buxton went on to say if you have any questions directly for me, it would put the maintenance of the system basically on Telestaff to continue. Ok?

Chief Buxton continued on saying, then the last piece that I have for your consideration this evening is basically asking to add a third administrative position within the Fire Department at the deputy chiefs rank. And we understand where that comes in with a costing this year. Total costing of \$107,000 salary wise, with \$31,000 in benefits and roll up costs. We basically department is broken down into three major areas. We have our preparation area or our risk management program, which are support type functions, and that program itself is basically tasked with program management, right? So they're managing our, our EMD stuff, they're managing our identification of risk, our analysis of risks, response type stuff and developing preventative maintenance programs. So that support area is really a big function there. Last year, we managed a little north of a million dollars in emergency management money. You know, certainly I'm kind of hopeful that we're not managing pandemics every year. You know, I don't think that anybody in their right mind thought that we would be managing a pandemic when we talked about health and emergency management in those types of things. But it was a reality, right? And so I think it was proven that those types of events are going to continue to come forward. So we need to be dealing with our ISO rating or after action reviews, incident management, you know, type stuff. So that's the first area that would get managed by one deputy fire chief. The second area would be our prevention area and that's our community risk reduction program. That's our five people upstairs and Inspectional Services. That area has been with the Fire Department just north of five years now. Well, actually longer than that. I think it's probably closer to eight years now, to be honest with you. And you know, they're managing, you know, 2,000 permits a year. Inspections are over 2,000 a year and their revenue generator of almost \$400,000 a year. I would tell you over time the effort that we have put into that has helped to create a very consistent application process, consistent code interpretation. Our customer complaints are pretty much nil now and that that wasn't always the norm up there, right? So what we've put in place works. But that area needs to be managed by somebody. And right now,

I have one deputy that's splitting their time between there and the operational division. So we feel that the need is there to potentially move that forward with some sort of supervisor in there.

And then the third piece really comes down to the emergency services group. That's the largest portion of the department. That's 48 people. Forty four in the fire and EMS staff. And then you have four and dispatch, they're answering 4,600 runs a year and there's a lot of work there between, you know, putting the plans together for response, maintaining the fleet, training requirements and additionally looking at the health and safety for the protective clothing and SCBA and then the dispatch operations. We also manage the contract for communications. One of the captains manages that as a collateral right now, and he'll continue to support the deputy. But that's really, you know, one of those contracted points that needs to be touched every day. So we believe that the need is there, but we're looking to open some dialogue with the Board and see where that that fits.

Selectman Roy was recognized and asked what would the timeline, what timeline are you looking for? Chief Buxton replied, well, so it depends on how we want to fund the position, right? Is this going to be a warrant article position or is this going to be something that gets put in the budget? That's one of the questions that I think we need to answer tonight. The second question is, is that you're looking at a three or four month period of just between advertisement, study, testing and those types of things. So if I'm understanding potentially where you're heading, you know, is there an opportunity to say, you know, it's going to be four months and you need us to fund it for the full year? Or is there an opportunity to fund it for a portion of the year? You know, that's certainly up for discussion point. I think you're definitely looking by the time you book a test and all those types of things, you're looking at three month period anyway, so a quarter of the year is gone.

Selectman Morin was recognized and asked what's the difference in costs with that four months? Chief Buxton replied reduced by \$25,000. Selectman Morin then asked and your presentation that includes uniforms and everything? That's everything? Chief Buxton replied, yup, roll up costs, yup. Selectman Roy then asked including any training that they would require or anything like that? Chief Buxton answered, that's a great question and that would be well, that's a great question, and that would be a point that we would attempt to do internal training to get them on boarded, right? So it would also depend if it's an internal hire or if the Board wishes us to post internal and external at the same time, you know, that's it's going to be a difficult spot to fill, I think. Because it goes from an operational position, which is on a rotating schedule to a five day a week position. But, you know, I think that that's where you try to leverage you know what, the candidate pool is available and let your best candidate float to the top. So we certainly have staff internally can do the job.

Chairman McGrath asked, anybody else? Seeing no further questions from the Board she asked the Chief so do you need an answer right this minute? Chief Buxton replied it's your budget process I'm just here. (laughter).

The Town Administrator addressed the Board saying what you may want to consider is you have some other outside budget request that you'll hear all that information. And perhaps on the last evening, you can look at a total of all out of the budget request and determine what you feel to be of value of the most value, what you want to do. You also have the option of doing a warrant article. Selectman Morin asked the how many positions do you know we have coming in people requesting positions? The Town Administrator replied, one. I believe just the one. We have some contract like for NRPC perhaps on the Planning side but we're not looking to hire somebody. But at this point in time I don't believe any of the warrant articles are for hiring anybody. To which the Finance Director agreed.

Chairman McGrath asked, Selectman Guessferd do you have something? You look like you're puzzled and that you want to say something. Selectman Guessferd said I think it's something that we need to really seriously consider the type of a position it is. Would that lend itself more to a warrant article or what are the thoughts about that? I mean, amongst the select board here, given that it's a department, not a department head, but a deputy chief.

Selectman Roy was recognized and said I would look at it as how critical it is, right? You know, quite frankly, if it's that critical, do we want to sort of take the risk by putting a warrant article. If the criticality is not there then you know, I'm a big proponent of letting the people decide. But if it's so critical, I wouldn't want to risk the operation of particularly the Fire Department, you know? Selectman Guessferd added yeah, I mean, it sounds like with the degree of work and increase involved in importance that I would I would tend to agree with that, that we might want to consider putting it in the budget.

The Town Administrator then said of course, then the concern is you get a default budget. That is a concern. Two, there was an advisory article back in the 90s that the Board generally has adhered to that stated any new positions, I believe we added to on the highway department, we've added police, we've added firefighters through grant programs. They've all gone into the warrant. That's been the practice, but that's been the Board has done it that way. I point that out just so you have all that information. You're not, it's not illegal to put it in the budget. It's not against the law. You can do that. But I just point out that that has been practiced based on an advisory warrant article from I think it was in the 90s, early 90s. And we we've gotten feedback, you know at different times about, you know, people using the term, you know, you're hiding it in the budget or whatever you want to call it. I mean, again, I believe that this is something that could go either way. But if we decide that we want to put it out there, if we decide on it as a warrant article I think that gives, well, obviously it gives more visibility. The Town Administrator commented saying yes, a warrant article is very visible because it stands alone. As I said before, you may wish to look at all of the budget, determine how much room you have or you feel you have, and you may make a decision based on, hey, we think we can accommodate that in the budget, in the budget reasonably. But I just point that out for conversation.

Chairman McGrath said but I think that your point that you made about the default budget and that we may be in the same position this year. The Town Administrator said that's a concern. Chairman McGrath said that's a real concern because you don't know. I don't think that any of us could have predicted that last year. I wasn't here for the budgeting process last year. But based on all of the years that I have been, everybody is really careful about, and I'm talking about the selectmen, when they go through the budget, they go through, as you can see, go through it line by line and make the best decisions that we can based on the needs of the department. And based on, you know, look at looking at the actual spending that we did. So to have a default budget I think that took the wind out of a lot of a lot of sails. And you know, it was, in my opinion, very unfortunate. And I think that whatever the aim was, it wasn't met. Because the people that suffered for it were the people. The residents of this Town, because certain things couldn't get done because we didn't have we the authority to spend any extra money. So I think that the goal that whoever, whatever group it was, I don't think they met their goal because I think the people really got hurt. And it wasn't just Department Heads. It was people that live in Town and pay the taxes. So in any event, I think that this is something that we should, you know, at the end of this budgeting process, make a decision about what we think are the top priorities and put that on a warrant.

Selectman Roy was recognized and said I guess I would say, yeah, it was unfortunate we had a default budget, but I also think that we might want to take something from that and advertise or sell the budget a little more. You know, quite frankly, I don't know that it was sold at all last year, I think. And, you know, the pandemic or whatever. But to put something out there on HCTV about what in the budget, what the warrant articles are, all those kinds of things. I think when people know what's in there, they're more comfortable voting for it. So that's just my two cents.

Selectman Morin was recognized and said I believe that we all agree that it's an important thing that we need to move forward with it in some manner. Yes, correct? Is there any other options? Chief Buxton replied, so I certainly like to think that I pay attention to the budget process in this community pretty well. I share everybody's concern in the room. So to answer the question, is there an opportunity for us to ladder into this instead of going for it in one fell swoop as an administrative position? The other option that I would potentially put in front of you is to reorganize the division upstairs and take one of the four positions up there and move back and put somebody in the position of fire marshal for the coming year and put them as a working supervisor in that department and then leverage that moving forward. You're not adding a head. You're looking at approximately \$12,000 worth of increase versus a whole salary and a head and benefits and all that. So there is an opportunity there, if that is the case, to reorganize the division you know, I would certainly want to move that sooner than later because we'll stick with the same number of people. So that would be something that I'd want to get, you know, put in the operating budget and then move on now. You know, just because it's going to take a little more time to get it up and running as we start, you know, basically having a working supervisor in there instead of just a full administrative position. Can we do it? We can do a lot of things, you know? Is it perfect? No, but it's certainly progressive. It's progression in the right direction, so it provides us some opportunity.

Selectman Morin asked is it going to meet your needs? I mean, because we're going from one....Chief Buxton said extreme to the other? Yeah. So I think the big deal is to make sure we're putting appropriate supervision in each of the three areas. And so at the end of the day, if you're asking me, am I willing to go there to start and be, you know, a team player? Yeah, I'm willing to do that to start. Yes, we can get it done and see how that goes and see, you know, I still think down the road, we're going to have to ladder into the full administrative position, but it's going

to provide opportunity for us to make progression. And I think that's what the budget process is about is kind of taking your singles and then you get your runs as you move forward, you know, so there's an opportunity there.

Chairman McGrath asked so are you willing to wait until we're at the end of this process next week to...Chief Buxton replied this is your budget process not mine. Chairman McGrath said I know but I think that we need to digest all of that and decide. The Town Administrator said perhaps if he brought that cost that he just talked about for the Board could at least have that as an option to look at warrant article, this number or this number? And if he could get that back to us for next week, that would be very helpful if I think that's where you're going. Chief Buxton said I guess my question is, do you want me to come back in this form or do you want me to forward that for your 26th meeting? Or will that be too late? The Town Administrator replied It's not too late because we can still do wrap up on the 26th, so the 26th could be the pieces that we still have left.

Selectman Morin was recognized and asked how much was it to make this transfer for a fire marshal? What was your cost? Chief Buxton answered it was \$12,000. Chairman McGrath asked so are you willing to wait until we're at the end of this process next week to...Chief Buxton replied this is your budget process not mine. Chairman McGrath said I know but I think that we need to digest all of that and decide.

The Town Administrator said perhaps if he brought that cost that he just talked about for the Board could at least have that as an option to look at warrant article, this number or this number? And if he could get that back to us for next week, that would be very helpful if I think that's where you're going. Chief Buxton said I guess my question is, do you want me to come back in this form or do you want me to forward that for your 26th meeting? Or will that be too late? The Town Administrator replied It's not too late because we can still do wrap up on the 26th, so the 26th could be the pieces that we still have left.

Selectman Morin said that's small money compared. Is that something that...Chief Buxton said we can manage that. To which Selectman Morin asked you could manage it this year? Chief Buxton replied we could manage that. I would find a way to leverage. We have an open position right now. I would save some monies there and benefits with saving some money in benefits right now and put that towards that as we manage the budget through the year. That's what you, you know, and kind of get that done.

Selectman Morin asked we had that position once before. Is that still somewhere in a contract or something? Chief Buxton replied it's still in the Supervisors contract. And that's why we picked that title. There's no other title that makes sense on how to get that leverage. It basically puts a there's no like code official or inspectional services supervisor. So we pick something that is in the supervisor's contract. So you don't have to open the contract, you're just repopulating a position that's already there. Selectman Morin then said basically, that position is what you're talking about. Chief Buxton said it would be a working supervisor. Chairman McGrath said okay so do we want to make a decision about that tonight or do you want to wait until the end of this budgeting process? Selectman Roy said I prefer we wait. Selectman Guessferd agreed. He then said it's one of those things where I don't I don't like that necessarily you know, that option of I'll call it a Band-Aid, but we're also dealing with what happened in this last election as well. And that's, you know, I certainly wouldn't want us to, you know, make a decision and have that kind of set us back. So that's my concern. But so I think maybe if we have more of the pieces in front of us next week, we can...Chairman McGrath replied, and I share that concern because I like I said, none of us could have seen that happening last year. Selectman Guessferd then said well, and I'll add that as a member of the Budget Committee, we didn't see it either. I mean, it was it was I think it was probably one of the most non-controversial, I'll say, you know, parts of the process. It was the budget. We looked at it. Everything made sense and then this happened. So it was a shock to us as well.

The Town Administrator said I will point out we've had back to back to fall budgets and in 2000's. It can happen. I'm not saying it's going to, but it's a concern we have to guard against. So what I'm hearing is if the Chief was able to give us some more information, he doesn't necessarily need to come back. You've got what you need from him. He would just relay the information back. The Board could look at whatever the cost would be twelve thousand, ten thousand, fifteen thousand and the Board could look at a warrant article, a large number in the budget or a more modest number in the budget. Am I hearing that correctly? Selectman Guessferd replied that's what I hear. Chief Buxton asked when would you like it for? The Town Administrator replied for next for next Thursday it would be nice just to have it in case we chunk through the budgets quickly. Chief Buxton asked any other questions for me? To which there were none.

Dept. of Public Works (5515, 5551 - 5556 & Warrant Article F)

The Town Administrator recognized Jess Forrence, Director of Public Works and Jim Lavacchia, Public Works Supervisor. The Town Administrator continued saying, just to set just to set the scenario Mr. Florence has won out of the budget request, which we'll take up at the end. He has one warrant article. I think it's one more article and his budget will start on page two.

Mr. Forrence started off saying That word default being thrown around here as much as it is, it scares the hell out of Public Works with a full almost \$400,000 increase that looks terrible at your bottom line, but we'll see where it goes. When the Selectmen gave me the guidelines 1.5% increase. We looked at it real quick and come up to about \$33,000. We were kind of happy with that. Looking across and then we get the cost for salt. It went up \$90,000 dollars from last year. The cost of fuel going up. It's like, okay, what do we do? Jim Lavacchia, myself, Jay Twardosky, the Street Foreman Jeremy, Eric, the Maintenance Foreman. We all sat down there and they pretty much hated me by the time we got done the budget. But we looked at a lot of things we could cut to take a lot out of the pain off of it instead of going back out for, you know, warrant articles for salt and so forth. We kicked a lot out of the salt account by cutting within so it wouldn't be so bad going out. Like I said, that \$400,000 scares the daylights out of me. But I if everything goes forward the way it should we can live with this budget that we're proposing. It's not what we like. We did away with a lot of things that I think would be nice to have. We can talk about that later if you like. cBackup generator, that's 22 years old. I think Kara talked to me on that before, but it's just one of the things we know when we need something and that's when we go after it. But I think getting by this budget, I think, is it's a tough one and a real necessity for us.

Any predictions on the weather for the winter? I mean, I know that they like the what is it, the Farmer's Almanac? I mean, I don't go buy it. But you know. Mr. Forrence said If we were seeing anything, I would like to see a lot of snow, but very cold. You know, cold weather isn't as expensive as warmer weather with ice. That's what cost money. Can we predict it? No. Do we take care of it when it comes? Yes. We have more vehicles, the cost of fuel and everything. Fire Department has more vehicles they fill up at our place. Not that it's taken out of our budget. They have their own. Some of the things we have to look at going forward. And like I said, these guys were sitting there going, you're kidding me, you're kidding me. And I told them, we go into the fall budget this \$400,000. We got to make up some place and then they kind of got it. So that's the beginning. So that's what we started with. right across the line, there was not much we did increase right? the building maintenance only for what it is fire alarm maintenance. All the costs are going up. We have sprinkler inspections, metal, the building at the transfer station that constantly needs upkeep. So we thought that that wasn't such a bad deal with the \$3,000. Chairman McGrath said so I have some questions. Are you done with your presentation? Yes, thank you. So I have a couple of questions. Line item 206, the electricity. So the actuals for 2021 were \$5,000 dollars. The budget for '22 two was \$10,500 and the same this year. That's double. I mean, is that is that a reasonable assumption? Mr. Lavacchia replied when you look back to '19 and '20 we were right around the \$10,000 mark in both those years, so we figured this was a safe number to go on where we were in the past. Chairman McGrath then said okay and then the only other line item that I'm questioning is the building maintenance line item 224. The actuals for '21 were \$81,000 dollars. The budget for '22 was \$7,000. This year, it's \$10,684. So there's quite a disparity there. Mr. Lavacchia replied last year we had a major expense with replacing the fire alarm panel. So we had to find that someplace. We don't anticipate that type of expense again. This year, however, we are in a '20 year old Building and we do anticipate some increases.

Selectman Guessferd was recognized and said follow up to that. I mean, even when you look at the years prior to that, the amounts were higher. So how do we believe that we're still going to be able to get by with less than half of any of the numbers, any of the actuals from the last three years? I'm just asking the question. Mr. Forrence replied you know, in years prior to this too, we were building to today's date. We were getting the time clock installed. We were getting, you know, the lifts came in. There was one year we bought the lifts. That was stuff that goes along with that we took out of building maintenance to get everything up to where we wanted to. Got a bigger oil tank at one point. So we had some of our own expenses, you know, in that line item to get to where we are today. Selectman Guessferd asked so these were all like onetime expenses? To which Mr. Forrence replied yes. Selectman Guessferd then said so you're confident in pretty confident if unless something dramatic happens. Mr. Forrence replied yes.

5551 - Public Works Admin.

The Town Administrator said I believe this is his administration. This is Jess himself and his full time operations person and his part time clerical person comprise this group. Mr. Forrence then said and it's coming with that part time person. I want to ask for a full time, but I will ask for more hours for her, the stuff we get into a transfer passes and all the other more paperwork she's got to do, 20 hours a week is just kind of tough. She won't do 40, but I'm trying to talk her into 30. That'll come in another date.

Selectman Morin was recognized and said 551-303 looks like it's gone up about \$1,000 bucks. Sorry, \$500 bucks. Mr. Forrence said yes that's just what we predict for the future going forward. Mr. Malizia added we find a lot of supply things are going up. Selectman Morin replied, Oh, no, no, I understand. I just looking at the actuals for the past years, I was just wondering why we went \$500. That's all. It's a throw of the dice. I get it. Mr. Forrence replied, well, I mean, we can do every line item and believe me, I wanted to say roll of the dice, but we did not do that. Selectman Morin replied, I mean, cost that you're going to have to spend how much stuff's going up, right? Mr. Forrence then said it'll come down to Jim's program on training. The stuff you have to buy for the training and so forth, then you copy for it. Selectman Morin said it's sitting on a boat, don't worry about it. Mr. Forrence replied, yeah, I heard the name on the side of that boat was Wal-Mart.

5552 - Public Works Streets

The Town Administrator said so one thing real quick on here when you go down to the street overlay account, there was a warrant article last year for \$200,000 of additional paving. It just hasn't been transferred into the approved budget. So just keep that in mind that this budget is really going to be \$200,000 dollars greater. We're going to get that entry in at some point. But just when you look, he didn't go up to \$990,000 on his own, it went by the voters approving a warrant article. Just when you look at the bottom line of this, I just want you to make sure you remember that.

Mr. Forrence added that makes the bottom line of the Public Works even better. He continue din the Streets line item saying this is all streets, traffic lights, everything else we try to maintain and everything the best we could. Like I said, gas and diesel, salt is the one that's really out there. Plow blades and everything. Signs, we'll probably get in trouble with it, but we'll work around. People ask for the damndest signs and we'll care if it. Mr. Lavacchia added so when we look at the gasoline in the fuel, those are all based on run rates from previous years. What we based a gallon and with the price increase that we're anticipating what we're been told that we're getting, those have been major factors in that increase. The Town Administrator added sust for the knowledge we budgeted, I think \$2.65 cents because we don't pay the taxes. We've gone up from \$2.50 to \$2.65 for fuel costs through every department, so we use a consistent number. Do we know if that's going to be the number? If I knew that it'd be in the commodities market. Mr. Forrence added you got that right. Mr. Forrence added that's accurate probably as much as we're willing to go up at this point in time, we're not there yet, but we're just anticipating we could be there. So, just so you know, everybody across the organization is using the same price per gallon. Chairman McGrath asked and you're talking about gasoline and diesel? Mr. Malizia replied correct. Chairman McGrath said I had them highlighted so. The Town Administrator said no It's something we look at, and again, if I could predict where it's going to be, I wouldn't be here. Mr. Forrence then said I call the supplier every year and ask them what they think and they laugh at me and they said, if we know it, we wouldn't be doing this either. So we take our best estimate at it. You know, with the prices coming up the last six, seven, eight months and you're going to take that into consideration. We've got to pay the bill. So we go with that.

Chairman McGrath asked so are you doing less brush cutting this year? Mr. Forrence replied we're doing less brush cutting only because we don't have a brush cutter. The one we do have, the old one, the new one hasn't come in yet. We gave them the PO in June, and that new one still hasn't come in. I think they said December. We'll have time to put it away. We bought the back on the same way in there, say, in December. Maybe for that, you know, everything needs a chip, you know? Chairman McGrath said well, that's the least of the worries. Mr. Forrence said you know, inVacCon, when you look at it, I'm sorry to get away from it. The VacCon is a trade in value. So we're still using it. We wanted this thing to go away before we put a lot of money into it. So we're using it sparingly. It's almost on demand. Mr. Lavacchia added we're using it exactly what it needs to be. Not the wants to be. The needs to be Mr. Forrence added because everything on that thing is so damn expensive and can't get

it, can't get anything. Nobody has anything on the shelf anymore. So the price they give us for a trade-in when they walk up and give us the keys to the one, we give them the keys to the old one, it's got to run and drive away. So that's our biggest concern with that. Just everything taken so long and we still have to do our job.

Selectman Morin was recognized and said I have a question on 552-401. It went from \$30,000 to \$52,000. That's a large equipment. Mr. Forrence replied remember last year was the default budget we got money out of town wide paving we put into that. So this year we have to cover that. And there is also just so there's nothing hidden here, was the fifth year on paying off the backhoe excavator we have. This year we put in the same amount of money. Same five year lease for new front end loader. Front end loader is a 2004. A lot of hours on it and it's a rust bucket. It needs to go. It's got to do one more winter, hopefully, and then we're going to get rid of that. The Town Administrator added so that's been a common practice in the Public Works to rotate that stock as they're coming off one piece of equipment they'll replaced it with another, but to keep the line constant. And it's problematic when you look at the default budget and you're trying to say, Oh, would you do that? Well, yeah, we budgeted it last year? It went away. You folks had to make adjustments when we had the warrant, default budget conversation. But I can't change the budget for last year. Mr. Forrence added you know that large equipment with the new loader coming in there is split between three other accounts. So we share the pain all through wherever we can.

Chairman McGrath said I have a question about sand. The actuals for '21 were \$43,000 and your budgeting \$60,000 this year. Mr. Forrence responded, that's just where we're going with it. Okay. You know, Brox has given us a call on information on where their prices are going. Everybody's going up on prices, so we're going to have to do it. We have to have a sand pile in the yard, especially for an ice storm. You know, like I said, I like it. I like the nice cold nights with snowstorms. It's a lot more manageable, but you get a warm night with a snowstorm or an ice storm or something like that. And then the sand comes out. We turn into Browntown, you know, and we don't want to do that. So but we still need it.

Mr. Lavacchia said we tried to keep everything as steady as we could here. The biggest increase is on the large equipment repairs. The main thing is trying to get parts. Getting parts and everything increased cost. Alternators, windshield wiper motors things you go through during a snowstorm. Chairman McGrath said but that's not a huge increase.

Mr. Lavacchia said it's not a huge increase in this amount. Mr. Forrence said well, what we found and what it's hurting us right now, and we've still got to go through a winter front of our 10 wheelers, you have the tire, you have the rim and then you have the hub. Well, I've checked with Continental Paving. I've checked with Hudson Paving. Where do we find hubs? They go bad. They get weak. They can't find them. So we've had to start this month, changing the front end of the trucks, from the old hubs to the new hubs like we have on our cars. That's \$3,000 a pop. So that's the only thing we can get. If we're in a snowstorm and somebody spins a hub or something like that we've got to replace it. So we've got to have this stuff in stock, you know, so we can take it out there and just fix it flat. So that's where we're going. It's just not easy getting any of this stuff anymore, and it costs more. It really does. I talked to Dave the other day how I'm having the Chief Mechanic right now buy windshield wiper motors, buy alternator, to get something on our shelf for the winter. To make it through the winter because we don't want a truck sitting on the side of the road because it doesn't have an alternator and dead batteries. So that's what we're trying to do now. It's tough. You know, it's looking. So the price increase does look it but believe me, it doesn't take much to get up to the \$10,000. The Town Administrator added you were able to save some money in your labor because you had a retiree that was at one rate and a new guy at a new rate. So it kind of worked out bottom line. It's not even, I think, 1.6% when you take everything into account, but you got to have the parts.

Selectman Morin was recognized and said the only question I got is drain registration fees? That looks like its new? Mr. Forrence replied it is new somebody brought up a couple of years ago that we should put some money in for training and registration and stuff like that. And basically, this is what it is. Jim covers the asbestos training, confined space training, a lot of that is done through Primex, and so it doesn't cost us a lot of money, but some of the other stuff isn't. So that's why we did some of that. You know, and the insurance company rules a lot of this, but you have to meet what they're looking for you to do. Jim has been right on top of that.

Mr. Lavacchia said so we're just trying to maintain we could. The main increases, like they've mentioned it was in the registration for the training and the classes and also in for the frames and grates in the pipes. Those are the commodities that are very expensive to get right now. Mr. Forrence added everything on the road wears out. And that's what these are. Selectman Roy asked the drain covers are you talking about the 203 is that the line where it goes up to \$4,000? Mr. Forrence replied 314 is where I thought it was. Frames and grates is 314. It went up

\$1,000. The Town Administrator added this departments benefited because I think he's had some turnover, some younger guys coming in. There's different insurance benefits. So sometimes that benefits us, it helps us. So this department bottom line is lower. Which is a good thing.

Selectman Roy said right but I was looking at 203. So actuals in '21 was \$468 and then '22 and '23 budgeted four thousand. Mr. Lavacchia said small equipment repairs. We were just able to get away with a lot less than at that point, but we do have some stuff that is in dire repair.

Selectman Guessferd said same thing, I guess on pipe 20%, but that just prices or there's more that needs to be done? Mr. Lavacchia said this was the first time that, we buy through the state contract. This is the first time that the pipe supplier actually pulled the state contract from the state and the state couldn't even buy it at the price that the contractor had promised. So we were kind of we've been kind of in limbo this summer of what we can buy.

5556 - Parks Division

Mr. Forrence said my favorite. It really is. I think our parks department does a fantastic job. Bringing Josh in to ask him what he could give up was like going to the dentist because he's so caring in everything he does. Not much of a change here. The only thing we did do on Josh because our numbers were worrying so much. He did have a mower to replace in here that we've done in the last couple of years for \$17,000. We ended up taking that out and put that to the good. It doesn't reflect here, for some reason, but we took it out. The other thing is the Board last year put it \$3,500 for Robinson Pond and then the asbestos removal at the train station. I left that in there to get it done because every year it's going to cost more and more money to take care of it. So if we can get it done this year, then I think we'd be ahead of the game. Selectman Morin asked you're talking the asbestos inside the train building? Mr. Forrence answered saying, correct. Selectman Morin then said just to give the rest of the Board that is still on the list for that rescue money. Just be aware of that. We haven't removed that yet. So that we'll have to wait on that to give you any answer on that. Mr. Forrence replied okay, that's fine.

Selectman Morin said I have a question. 556-224 it was approved \$250 dollars last year. It's up to 37 this year. That's the building maintenance. Yes, Parks Department. Selectman Roy asked isn't that the asbestos removal, right? Selectman Morin said oh that is the asbestos. Sorry about that.

Mr. Forrence said we've done good in the parks with the janitorial services. Don't ever get rid of them. My God, I thank them every time I see them, and I think I've shared some photos with you. Chairman McGrath said don't share any with me. Chairman McGrath then said so I have some questions about this department looking at the budget. So the line item 224 the building maintenance, the actuals were zero. You didn't spend anything but this year you're looking, and last year the budget was \$250 dollars and this year it's \$3,750. The Town Administrator said that's the asbestos we just talked about. That's the big piece right there. Chairman McGrath said okay so you can tell when my head was. Mr. Lavacchia said and you've also got to remember part of it was during COVID. So the buildings weren't open. So we weren't cleaning. Chairman McGrath replied, that's true.

Chairman McGrath went on to say and then other professional services, which is line item 252, and that the actuals were \$7,520 dollars and you budgeted last year and this year \$12,775. The Town Administrator replied, again, the bathrooms were closed so there really wasn't any need to clean them for a good part of the year. Mr. Forrence added and if I could say changing the times on the bathrooms, what we did has helped out quite a bit. It's really worked well. Selectman Roy asked when do you think close just out of curiosity. Mr. Lavacchia replied the last weekend in October. Mr. Forrence added we won't slam the doors the first. If it's still beautiful, you know, then we've put something up there, say the actual date it's going to.

Selectman McGrath moved on to page 25. The Town Administrator spoke up saying, no that's the IT which typically the IT Director covers on their behalf. But I think the one thing that's in there is the internet connection for the landfill. We put that back in reflected that back for the budget, as you recall, it came out. It's back in. That's kind of the big item that was there. We had talked about that. Again, we'll figure out how to do it this year, but we want a budget it for next year.

Selectman Roy asked what line is that in this? The Town Administrator replied 208. Selectman Roy then said yeah, but the second one, I just want to be clear, that's it's time clock? The Town Administrator said yes that wasn't

in the budget either, so again, the default budget really skews the numbers. Hopefully, we have to do this again next year. So if we flip and it's quite a flip, but it's you've got to go to the non-departmental section, it's going to be under department 5970....Selectman Roy asked can we circle back to something he said earlier before we move on to that...Chairman McGrath said sounds like you're listening to Jen Psaki circling back. Selectman Roy responded saying oh, I don't know who that is. Chairman McGrath replied she's Biden's press secretary. Selectman Roy went on to say so he talked about generators and would it be worthwhile to have a discussion about having a capital reserve fund for generators? We know they have a life cycle, right? I believe you told me it was 10 years. Mr. Forrence replied checking to get the pricing we did right now and they said 15 years and you better be looking to replace it. Selectman Roy said right. The Town Administrator added so we know that though we have a reserve for major repairs to town buildings, a generator will be a major repair to a town building. So that does.....Selectman Roy asked do we cycle them out on a regular basis? So like cuz it doesn't sound like we do? Again, we know they have a life cycle and I would presume there's at least six, five of them or six of them if you include the library. Mr. Malizia said I know the library has one. I know this complex with the fire station has one. I believe the other at least the Lowell Road doesn't have one. Rec doesn't have one. There's not one at the Community Center. Selectman Roy asked so would it be worthwhile to have again like a capital reserve fund just for that so that we get them on a rotation because that's a big risk operationally to have a 22 year old generator not work when we need it, right? Right. And it's and it's a large it's a large cost item, you know, they're not inexpensive, obviously. The Town Administrator replied so again, I presume under the major repairs to town buildings, which was established some number of years ago and matter of fact, last year, we added \$50,000 to it would be eligible for that. I mean, you can certainly do another, you'd have to establish it, which means you'd have to have a vote on establishing another capital reserve fund. Selectman Morin said but my question is, I understand where Selectman Roy's going. It's an emergency fund, so we have to wait till it breaks down before we can replace it. Selectman Roy replied Right, right. I think that's a huge risk. Selectman Morin added that's the question. The Town Administrator replied Yeah, I would think it says major repairs to equipment. So I would assume it means repairs, not proactive replacement. Selectman Morin replied saying okay so we would have to do what you want to do. Yes. Selectman Roy replied saying right And I guess again, my question is, is it worth the discussion to talk about that? Because, you know, if we have, say, an ice storm, they're an integral part of us recovering from that right? And if they if we're relying on a twenty two year old generator to work properly to support that effort. Mr. Forrence said go one step further. If we lose our town wide, hopefully this generator here will take care of the gas pumps here. But the pumps at public works is diesel and gas that we use during that storm. Selectman Roy said right, again...Selectman Morin said can put that on the agenda for our next meeting? Selectman Roy said Yeah, that's fine. That way we can. Yeah. Mr. Forrence then said and if you want to put a number in the back of your head, it's about \$35,000 dollars. I was just going to say, if you could get us some information, so we could, that would be great. Selectman Roy added although you might want to get it from all the departments because....Selectman Morin said because each fire station has them and they're the smaller stations are different. So yeah, the price. So yeah, if we could get that for. The Town Administrator asked so what are you trying to get to you trying to do an article to do to do that? Selectman Roy said yeah so then we can get into a replacement cycle so that we're not waiting to till they break down to replace them? We're proactively. Yeah. So because it's going to be in the middle of emergency that it breaks down, right?

Mr. Forrence added you know, and everything we have, whether it's a water booster station, sewer pump stations, the only time the generators come on, they exercise all the time, but the only time they go to work is...Selectman Morin asked so how many you have there? To which Mr. Lavacchia replied, five. The Town Administrator added most of those are fairly new though. Mr. Forrence added most of them are new with very little hours on them. Selectman Morin stopped Mr. Forrence saying oh no, I understand that. But. Selectman Roy cut in saying that's right now. But what happens? You know? Mr. Forrence then said then we'll come before you budgeting when we think it's time to replace it, that's what we do. We exercise, we don't let them start and let them run outside. We have a company come in. It's got a giant toaster, I call it. It opens up to get coils on it all over the place, and it actually puts a big load on it. And it shows its making electricity, but also shows the injectors are working good under a load because that's what you really want. You want the real shot when the time comes and we felt good about the one we have but it's starting. Selectman Roy added it's gonna age, that's just what happens. Selectman Morin said if you could, if we could get all the numbers for all the different generators. So we have an at least an idea how much we'd have to put in, so we could. Chairman McGrath added and where are they and where they are. Selectman Morin replied right, exactly .The Town Administrator jokingly told Mr. Forrence, you can do that tomorrow. You brought it up. You do it. Mr. Forrence laughed saying I opened my mouth.

Solid Waste (5970)

So the solid waste you see, the first item, 217 is dues that we paid to Nashua on clean ups and the people that take our oils and things like that over there. The hazardous waste collection, that's usually an annual fee. We do that every year. The Town Administrator added it gives folks an opportunity so they don't dump it down a drain or in the trash. Mr. Forrence then said and of course, the big nugget solid waste. The Town Administrator added it's the trash contract you just entered into. Mr. Forrence added and that's the one that scares the daylights out of me when people were talking another default budget. What do we do? But bring it forward. That's all we can do. Chairman McGrath then said that's one of those items that if we have to go to a default budget again, that's one of the items that may be affected. And so then every resident in this Town that gets trash pickup is going to be affected by that. Selectman Morin added we talked about that the other day, but everybody's just going to drive to the dump and put it in a dumpster. He was talking about it yesterday just to make sure we had a plan. Chairman McGrath said except for me, because I'm not driving, at least at the moment. That's coming. The Town Administrator said I am going to at least ask the Attorney his opinion because you signed a contract, in my opinion, because you signed a contract. We have an obligation. So if we have an obligation, in my opinion, I'm going to double check this. It goes into default budget, right? Selectman Roy said and it would become like an encumbrance, right? The Town Administrator responded it's a default, but it would become just part of the default. You've made a commitment. You've signed a contract. Selectman Roy said it's no different than any other employment contract. The Town Administrator added one year at a time, and that's one year. So I'm going to ask that and if we can, I'm going to. I think I recommend we put it in a default budget because the alternative is we are not going to pick your trash up one week a month or we're not doing any recycling or something. So I think we have a credible argument to do it.

Mr. Forrence then said I did talk to our contractor and just gave him, Hey, have you ever? And he goes, I've never heard of anything like that, and I said so welcome Hudson, we'll test you. But he said there'd be all kinds of cooperation if that ever happened. I don't think it will. The Town Administrator said this number is the number you awarded. So just be aware we're just going with that. Selectman Morin added what you said makes sense. The Town Administrator said that's my argument. Selectman Roy added that's the argument I'd use in front of a judge. Because if we don't pay it, we signed a contract, and then they can turn around and sue us right?

The Town Administrator responded saying but we could be in breach, right? We promised X amount and we can only deliver y amount. So he has one out of the budget request. But let's do your warrant article first because we near the back of the book. So he is under Article F and again, this article, Selectman Morin will point out that this is under consideration for the ARPA money that we're talking about. This was on the list of projects for the American Rescue Plan Act money, so we may or may not have a recommendation under that program to maybe do this type of project. Selectman Roy asked, so Selectman Morin when might we see...Selectman Morin replied, we're meeting again on the 19th. We're having everybody that came in and requested something to give us a short presentation on why they need the money and what it will be used for. And then hopefully by the next meeting, we will hopefully have something. We're going to definitely have it here before we have to make our final decision. Selectman Roy replied Okay. I guess that would that would be my question.

So this is a similar article to the last year, but I think it's written, I say written, one has to be aware we're not just building a wall. We need to be in the transfer station or the drop off where you take your trash on trash weekend at the transfer station. We need to be in full compliance with these regulations and right now we need to do some repairs, renovation and upgrades to that to remain or to become in compliance with that. We need a concrete base. We need a stable wall. There's things we need to do from an environmental perspective to stay in compliance. This is the estimate of what that compliance is. So it's not just to build a wall. That is part of it, but it's to be in compliance with the rules. If we want to continue to use that on the weekends, we don't want to use it on the weekends. We don't have to do any of this. But I think the folks have come to really use that service.

Selectman Roy asked so is, is that a piece of a bigger project? Because I remember last year there was talk about transitioning that to an actual transfer station. Mr. Forrence replied saying we need this, the wall, to even stay where we are right now. But if you put a building in that we're look at, that would go along with that. The Town Administrator said the second page of this kind of shows...Selectman Roy then said right, but I guess my next question is there a phase? Do you have a phased out thing written down about like, this is the first phase? What? What might we be looking at next year for the next phase? Mr. Forrence added in, it won't be next year. It won't. Selectman Roy said well whatever year. Is there a written out full plan about it Mr. Forrence replied saying this wall is going to continue to what we're doing right now, making it more efficient for residents to get in there instead

of the dumpsters. People that have been there it's lengthwise. You have one vehicle backing up to each one, and everybody's seeing the line out to West Road. We're going to turn them sideways. We would have two cars and sometimes maybe even three cars, depending with what they're doing. But we need this to go forward if there was a transfer station. I've been contacted by a couple of people that would be interested in building it. The Town Administrator asked I thought you had something last year on the warrant article. I could be wrong, but I thought there was an information that kind of gave the phasing of what you might do. I think that's what you're looking for. Selectman Roy replied, yeah. The Town Administrator said I thought I saw that last year. You might want to forward that and we can...Selectman Roy said because I think it would be helpful if people knew that this is just one piece of the project and whether the next piece is the year after or three years after or whatever. They know that this one piece is done and there's more to come. The Town Administrator added this is critical to keep the operation as it currently exists. Mr. Forrence added this, if you will, phase one of a three phase plan or something like that. Selectman Morin added, I believe you talked about scales, and that's when you would start making some money on the land on the state will. Mr. Forrence said it will cut landfill costs dramatically.

The Town Administrator said I think you had something, though. I thought I saw something last year. Selectman Roy added, I remember a conversation about it. Maybe if you can just send a copy to us we can put it in. Mr. Forrence said we can do that. Mr. Lavacchia added we worked with Elvis on a conceptual map. Mr. Malizia said I remember the whole conversation. Mr. Forrence then said you know, we had gone to a couple of different communities that do have them. Keene was the one that really got me excited about this. It's solely paying for the solid waste contract up there themselves. They have a couple of three or four guys working there that's paid out of this. But sitting at the Keene facility and you see Waste Management come in and you see Allied coming in, all the rest of them, they're paying to dump there and they say it's very profitable. It's not going to go away. Trash is going to be here unless somebody can invent something better. Put it on that rocket that Will Shatner it just went on. But we're looking at going that way. Yeah, for sure. Selectman Morin asked do you need a motion for that time? I mean, this one's kind of a no brainer. Or do you want to just wait till the end? The Town Administrator asked well, to actually forward this? Yeah, but I think we're talking about the ARPA money, so it's a quite a possibility. This may not need to go there. Selectman Morin said I'm on that committee, so I'm sorry. The Town Administrator said I think you'd be prudent to wait. It's certainly there.

The Town Administrator then said so his other item that he has, it was back in his budget, but he spoke to you about the salt and basically the price per ton of salt has gone up dramatically. So in order to have a stockpile, I think you're asking for \$40,000. It's an outside the budget request. So again, you can wait till the wrap up night. But I think that's going to be an important item to have a sufficient stockpile and we do stock it at the garage. What's the's the per ton price? Mr. Forrence said it went up \$22.50 a ton. Mr. Lavacchia said it went up to \$72.00 a ton. Mr. Forrence said yeah it went from \$49.50 to \$72.00 a ton. Shocked us and we usually go with the state bid, but the state is actually paying more than we are. So it helps.

Chairman McGrath asked is that, where it's stored, is it protected? Mr. Forrence replied, yes, it's in a sort of a lean-to or so forth. The Town Administrator added some number of years ago we built that structure here because I think at one point either was uncovered or had tarps on it. The Chairman said I mean, protected from somebody coming along and filling their bucket. The Town Administrator said you can't get this facility is you can't get down the road. Selectman Roy said Yeah, the gates locked. The Town you could probably take a five gallon bucket and walk back and forth, but that's a lot of work. Mr. Forrence said we did have the resident we call the resident pile there, when somebody comes down, you can grab three pails of sand salt, we would leave the night, we come back the next day and the pile is gone and we were finding out that contractors were coming in after we left shoveling it into the back of the truck and then taking it to a business that they were charging to do treatment. So that's when we come up with the gate at the end of the day. So that's where that stands. Mr. Inderbitzen, Town Moderator started by saying if I may, one of the reasons I think that wall article lost last year is I don't think the people understood what it was. I heard that at voting. Selectman Roy added they thought it was just a retaining wall. I heard that too. The Moderator went on to say and they said, what? For that much money? Yeah, it really wasn't explained. I think we need to have for all our warrant articles, the good HCTV show on what the warrant articles are, what they mean. Oh, I think that would be a good idea.

The Town Administrator said one of the big things with this budget I believe, and Paul will confirm, you have three elections scheduled for this particular budget. The Moderator said we have a nice we have a nice 200% increase. The Town Administrator said versus the one that you have this year. So just it's exponential. Mr. Inderbitzen said as most of you know, accept the two new people, is that elections go on a four year cycle. You're one is one town election. That's it. Year two is a state election and a town election. So that's three. Year three is only a Town

election, but there's a presidential primary. And then year four is another state election that includes a presidential election. So the cycles, if you look back on the comparison budgets, you can see it jumps up and down only because it's a four year cycle. So we're going from one election this fiscal year FY22 to three elections in FY23 which would be a September primary and a November state election, and then a Town election in March of '23.

Chairman McGrath asked and this budget includes having it...Are we having it at two locations or just one? Mr. Inderbitzen replied we will have two locations. We're working on that. I'll be coming back to you about that. We have some recommendations from the committee of workers that I put together and getting some information and a little trouble getting some of the plans for the Alvrine cafeteria. We got them now and we're going to look at that as an option. And so I have adjusted my budget slightly. Most of the time we're going to split my staff into two places. Selectman Roy asked can I just ask a quick question that starts this March, though, right?

Moderator (5041)

The Moderator replied In March, yes. Selectman Roy said Ok. So we don't know what the second location is. The Moderator replied not yet. I'll be coming to the board to that because you have to make that determination. I'll have a recommendation. Selectman Roy then asked and then just so I'm clear who splits the voters like who says, you know. Mr. Inderbitzen said you do the Selectmen's job is to create the districts. The Town Administrator said so NRPC is working on that on our behalf. They've gotten the voter checklist, they have census data, they're working on that. So they'll be able to give you this is what we recommend based on population, what your districts may be just paraphrasing north of this and east of this and then west of this. That's one piece. The other piece is, OK, now what do you tell them to go to vote, right?

Selectman Roy asked do we know what the notification requirement is? Mr. Inderbitzen said yes, you have to send every voter, not just household, every voter, a card or a letter stating, your voting location is here. Selectman Roy then asked Is there a time frame for that? Mr. Inderbitzen said before the next election? The Town Administrator said I thought it was like a month before or something. It's like a 30 day notice. To which Mr. Inderbitzen added but you don't want to do before that anyway, because they'll forget.

Chairman McGrath said so but I'm surprised. Excuse me for interrupting, but I'm surprised to hear that Alvrine is being considered. I thought that it was going to be Memorial. Mr. Inderbitzen said Well, it's one of the things we were looking at was the Alvrine cafeteria. That's a big space for half of the voters, and it's one way in one way out. It's a level floor. Selectman Roy asked didn't they have some issues with ADA compliance? The Town Administrator said No, not on the first. No, we would have had problems in the gym. You'd walk right in. You got you've got a lot of parking. You've got the great traffic access egress. And if you think about the town elections, they're not that big. Selectman Roy said so has anybody talked to the school about the school calendar for that? The Moderator said well, the only one that would be affected would be March. And I'm going to meet with I'm going to ask for a meeting with the Superintendent and the school board chair to talk about that if we go. The question is, do we go with two schools? Because some of the people that work for us saying that perhaps the community center has outlived its uses as a voting place because of where it is in the middle of a neighborhood and the access. But it's up to this Board if you want to keep that as one of the locations and then ask the schools for a second or ask the schools for two locations. Selectman Guessferd said I think the geographic location of each one is going to be important. Selectman Roy added in right because I would presume that you'd want something in the south end of town, right? The Moderator replied we exhausted all the possibilities in the south end of Town, either parking or traffic access. St. Kathryn's was the only hall...Selectman Roy said do you understand what I'm saying? Chairman McGrath replied I certainly do. The Moderator then asked, Marilyn, do you want to put a tent up on your property? Chairman McGrath said I'd love to. I would absolutely love to because I could control the traffic.

Selectman Morin asked so what do you think he's going to help the split before he comes to us with a decision? The Town Administrator said I don't know what he's coming to you with the decision, but it's coming in. I reached out to them today but haven't heard back yet. Mr. Inderbitzen said I would like to also meet with them when they're looking at the possibilities. I would like to be involved in that. The Town Administrator said they'll give us data and then you can meet with whoever you'd like to. Selectman Morin said I just think you should have that before you come to the Board.

Mr. Inderbitzen Right. I would like to see what they recommend. They have the census data. They can do that. Selectman Roy said, I'm flabbergasted to which Chairman McGrath responded I know. The Moderator went on

to say we looked at, you know, the different kind of commercial we'd have to rent, you know. VFW not enough parking, right? St. Kathryn's difficulty accessing. The Chairman interrupted Mr. Inderbitzen at this point to say I think if you just if you locate the two voting places, whatever they are, whether they're in a church or a school or wherever it is and they're all in the same location, we're going to get first of all, we'll get hammered for making that kind of a choice and people aren't going to be happy because they want to see two separate locations. The Moderator responded saying Oh, yes, we're trying to get them as far apart as possible and the Police Chief's in agreement. Selectman Roy responded, right for lots of reasons. Selectman Guessferd closer to where those people on the edges live. Selectman Roy replied saying right.

Selectman Morin was recognized and asked did you look at PMA? The Moderator replied their parking is all separate, their new gym, their parking. There's some way over here on the other side of the building, some way over here, some way over here. It's a lot of walking. Not very conducive to. We looked at that before to see if when we were looking for the 2020 November election, we looked at that and it really was not feasible. Selectman Roy spoke up asking is St. Kathryn's where that young man's funeral was? Chairman McGrath replied, yes, the Phaneuff funeral. The Moderator said I'll be coming to you shortly with something from my group. Now that I have the other plans. Selectman Roy then said I would think that they could probably get traffic off that road fairly quickly into that St. Kathryn's parking lot. I just, I just think it's important that if we have two locations that they're spread out. So the voters, it's convenient to voters in all in both areas of Town. Selectman Guessferd said Yes, right? If you still bring the south and people all the way up to Community Center.

The Moderator said if you're considering purchasing land you might want to consider Teledyne. Selectman Morin then said let me make this statement. Didn't you say they will look in east and west? The Town Administrator said No, I just said, they have the voter. They have the voter checklist. I'm just I'm just throwing that out there. But I mean, at some point, somebody's going to be driving somewhere that they're not used to driving. The guy next to the Community Center may be going south. The Moderator then said what we looked at and what we feel is a better way to go and then discuss that with you or one of your meetings. Chairman McGrath then said so for those of you in this room or anybody that's watching this, that monitor Facebook, which I don't, you're going to you'll see a whole lot of reaction to this conversation. Selectman Roy said let's hope. The Moderator added the Town voted on it. Chairman McGrath replied saying well. The Moderator then said he Town voted for it, even though you weren't in favor in favor of it. Chairman McGrath then said I'm just saying, you know, like looking at putting one at Alvrine High School and then one not too far from Alvrine. The Moderator replied, no, it wouldn't be. Selectman Roy said yeah. I don't know that that was the spirit of the warrant article, quite frankly. You know, I think they were looking to have again. Selectman Guessferd said geographically separated. Selectman Roy responded saying Yeah, so that yeah. The Moderator replied oh, maybe a new 500,000 square foot buildings we could rent part of them for...At this point the Town Administrator spoke up saying, anyway, we should get back.

The Moderator replied, yes, that isn't any part of this budget so alright. Well, a little bit. The location is not, but I have my salaries. I've increased a little bit because I usually have a few people. We usually have eight stations for check in. So we'll have four and four and usually have two people to give other people a break. You know, when they for that. So I'll probably put two people at each location. So that increases my number of workers a little bit. We'll split the boxes, we'll split the assistant moderators. I will need an assistant moderator to work to be in charge of the second location, whichever how we decide it. Even the selectmen will split in their locations for the working of the process. So that's the only difference in that is a little bit up in the salaries, I have kept some money in police overtime only because I'm not sure where we're going. If you remember in, we had a lot of police overtime and DPW overtime in 2020. But some of that in the FY21 budget. But some of that was offset with revenue from the federal government that what was that first money that came out to help with elections. Cares Act. It was part of the Cares act. So there was some revenue involved in that. I don't know if that's reflected in this FY21 total. I don't think it is. I think this is. The Town Administrator said we gross budget here and revenue comes in over here. it's not netted So that would be your expense. That should be.

The Moderator continued on saying so if you look at FY23, it's about \$30,000 dollars for the election itself. Small increase. The only big thing I'm looking at and I sent you that letter explaining this would be the electronic poll books. I have yet to get a second. I wanted to have to compare, but the company that does the second one that Milford uses having trouble getting in touch with them. So even though he's been very happy with and they've been using it for a long time, how it works. Londonderry, Bedford are using the LHS E-Poll, the poll book. Poll Pads they call them. They've been very happy. Londonderry has been very happy. It's a local company, LHS.

It's one we're familiar with are they're the ones that maintain our machines and print our ballots and all of that. So I like working with them anyway. But I wanted to get a comparison because there aren't that many companies out there that are doing those. The reason I'm asking is because I think we need to be more efficient. The E-Poll, the Poll Pads, work very well. Everybody that's used them, they love it. Check in is quicker. You don't have A Line, B Line, you have, you go to the next one that's open, you have your Disney line...Selectman Roy interrupted asking and then they they just search your name. Right? The Moderator responded, yeah. And if you have your I think if we get these, I'm not sure this included in that quote, I have to ask them, if you have a New Hampshire driver's license, you can have a scanner that will read that and bring your name right up. But all you do is start typing the last name and it starts narrowing it down. So unless it's something like Smith, the only thing you would have problems with. Selectman Roy said flipping through a book. The Moderator continued on saying but they, they were much, much more efficient in checking people in. The people that use them, I thought I might have some trouble. I said, you know, how? How did your workers like it? They loved it. As long as you have adequate training and give them a chance to work at it, it was really good, everybody. The workers loved it because it was easier and quicker. Once you check somebody in, nobody else can because the units are all connected. I don't know whether it's Bluetooth. I have to. We'll have to do that. I've included IT in all of this. I had to talk with Lisa and I say, you know, anything I get from them when we get closer to that is we'll definitely include IT in this because this is it's an important issue. It just check in. It has nothing to do with the ballots or the voting counts. It's just checking people in. If you download your state checklist, which by the way, dropped about 5,000 people, our total checklist is about 15,668 when it was just over 20,300. Chairman McGrath asked and how many residents of voting age? The Moderator replied oh, how many residents are voting that? I don't know. We haven't have the I don't have the...Selectman Roy said Yeah, the census data just came out. Well, we should have the total censuses, but I don't know. By Hudson. Oh yes, you can go online. I did do that. I just don't remember what the number was, whether we're 25,000 or...Selectman Guessferd said it was close to 26,000. Selectman Roy added I thought it was around twenty six too. The Moderator said I did look at that. The Town Administrator said you've got to look at voting age. Selectman Guessferd added voting age that's yeah. The Moderator then said if we did use that 15,000 number in November, which is probably about right because all those people have moved out of Town because the cards all came back as undeliverable. And even though we had more people register, if we had used that 15,666 registered voters in November, we would have had a 93.4 turnout, which would have been very nice out of the 70 that we had because we had. All those voters who really weren't around.

The Moderator continued on with his Poll Book update saying so anyway, there's some advantages in that. I initially looked for 10, maybe 12. The nice thing about the poll pads because every four years I increase, I double the number of check-ins and we go from eight to 16. I put two people at every table. What was nice about these is if you need extra, you can lease them for a term. So if you don't have to buy them, you can lease from LHS's for a period. And so every four years, you may want to do that and have to figure that how much that is. But in terms of purchasing, you can't do a few here and a few next year. You can't split it. It'd be way, way too difficult. The other nice thing about this is we always know, and I checked with Merrimack when they had their multiple. They have three places now. I believe the first year when they had people show up at the wrong place. They were kind of kind to the voter and they say, OK, so they would call the moderator would call over to the other location and saying, Is that one on the checklist? Yes, check them off as voted and they would let them vote. But they said they only going to do that one year. With the Poll Pads, what's nice is because they all talk to each other, If someone goes to the wrong place and checks in, they can check in and vote. But where they're supposed to go will automatically be checked in. You can't do anything else. So you can't double vote by going to two different locations. So that's a nice thing. I wouldn't want to publicize that too much when if we if we go with this, but we want people to go where they're supposed to go because you don't want everybody go into one location unless there's another warrant article that comes in to go to one location, then we really have to really work at what we're doing. I think this will probably work out. It'll be a little different. I'm not sure about meals. I'm not sure how you know how that will...We're kind of all looking at that. So I'm working with a group of people. Then we're going to be meeting for a while now that the falls here.

Selectman Guessferd was recognized and said so, so one of the other things I guess, you know, when you go to the polls, it seems like every time, most of the time you go. Your line is the longest one. So this levels out those lines as well. The Moderator replied, definitely. Definitely levels out the line. What I also would like to do because the American Rescue Plan funds as soon as the committee is established, I'd like to apply for these to come out of those funds. Selectman Morin said you're a little late. Mr. Inderbitzen said wait I thought they haven't even had a committee yet. Selectman Morin replied, we've already met once. Mr. Inderbitzen asked oh, the money's already there? To which Selectman Morin replied if you're going to submit something, please get it

in before Tuesday. The Moderator replied, Oh, okay. Selectman Morin said because we left it open. The Moderator then said oh, I was waiting to see the committee form. Selectman Morin replied, the Committee is formed. The Moderator asked who's in charge? Selectman Morin said so get it in before Tuesday. Selectman Roy said Chief Buxton. Get it to Chief Buxton. The Town Administrator said so we had originally had been penned to after the election, but the Board accelerated and I think two meetings ago. The Moderator said I didn't know that. Only because I think because it will make it's more of an infrastructure piece that I think is covered under the American Rescue Plan, and it's not a whole lot of money, but at least would cover the costs of purchasing those and the training and everything. All right, I will do that. In fact I'll get that out. Selectman Morin told the Moderator send it to Chief Buxton. The Moderator replied, Ok, send it to the Chief. Ok, I will do that. I didn't know because I never got notified that maybe the Department Heads did, but I never saw anything that says, got to get them in. The money all gone? Selectman Morin replied nope, haven't even made any major decisions yet.

Chairman McGrath then said so I have a question for you about your budget and probably doesn't apply to this year's, but the police detail? If we're going to have two different locations and depending on where they are and how busy they are. Is that going to be enough for the police? Mr. Inderbitzen replied it should be because normally the only thing that affected last March's police detail was the mandatory mask. We were still in that. Normally we don't. We have the police check in in the morning. They don't spend somebody there all day. There was somebody there all day long at the last Town election and normally we wouldn't do that. That was this exception. Now I'm sure we're going to have to, you know, unless something changes, I'm hoping we're not going to revert back to what who knows, but we're hoping that's not the case. Chairman McGrath then said but on some of the bigger elections, whether it's the presidential election or maybe the state I don't, although we don't get we don't get a lot of them, but. The Moderator replied, the primary and the presidential, we get the biggest turnout. That's where I think you need a little bit more and I would budget for that. Chairman McGrath added well, and it's for two different locations to. So that means double of double the detail. I'm just thinking that I was just looking at the numbers and what pretty low to me. The Moderator said you have to remember, this is only overtime. This is not their regular if they're assigned to work that shift and they're assigned to there the only thing that I pay for is the overtime. So it's not quite the whole day that we're paying their whole salary, they're getting their regular salary. Selectman Morin said right because I believe a lot of the people during the day are the ones that are on during the day and that's who gets sent over there. So there is no extra cost on them. The Moderator said so it's just the overtime. That's why I marked it as and even DPW, I didn't they didn't even have any the last March, even though they had spent some time over there, they didn't. They didn't use any of the overtime or at least, Mr. Forrence said. He said its small enough that don't worry about it, we'll take care of it.

The Moderator continued with his budget review saying so those are the things the programming of the machines is up again. We're still waiting for the state to decide what machines we can replace those with because they're not being made anymore. ours have been maintenance, they did a maintenance. I was there for the whole time. They really cleaned them well because that was one of the things that came out of the Windham audit was the specs that were on the rollers was, it didn't cause any problems with the ballot, but it did cause some problems with the processing through the machine. So you have you have a copy of the LHC proposal, plus some some of the information on their Poll Pad. And I don't think that there's a whole lot of difference for a year with three elections from what we normally have. It's just going to be new because we're not sure. It's actually going to cost more for you to mail out those notices. And I will be coming back to you about the locations. One of your near meetings, we got to get ready on that.

Chairman McGrath asked anybody else have a question? Comments? Thank you Paul. Selectman Morin then said yeah, we're meeting a Tuesday afternoon. The Moderator replied Oh, I will get it in tomorrow.

5330 - IT, 5X77

IT Director, Lisa Nute, started off saying thank you Madam Chairman. Thinking back on when I started either assisting with or presenting budgets, I think it's been something like 24 years and this is my last one. Chairman McGrath asked are you excited about that? To which Ms. Nute replied, I feel like I should have baked a cake or something to share. Ms. Nute replied, no, not exciting. I'm not sure I'll miss this piece. The budget. Of course, I enjoyed being in front of all of you, but I'll be happy to put budgets to rest other than my own. Ms. Nute continued on saying all right, so I'd like to introduce my staff here tonight to my left is John Beike an IT

Specialist. And in the room I have Doug Bosteels, who of course we're thrilled to have back, and we have a second IT Specialist Vin Guarino and I am confident when I retire this coming December 1, that IT is in really good hands because you've got a great staff experienced. And, you know, I don't expect any blips when I walk out the door, so kudos to them for that.

So the IT Department manages approximately 600 devices that's, you know, phone switches, computers, servers, peripherals and things like that. We support between 280-300 users. We handle approximately 2,500 calls for service a year through our help desk. And in the past three years, we've experienced a 6-8% increase in those calls for service steadily. We are expected to be up by the end of this year, at least 3%. We maintain telephony and other technology and 12 Town owned buildings. All 12 facilities are connected by Town on fiber optic, and we have two data centers hosting our physical servers. That's those are connected with a 10 gig network, and we have several layers of security in place and are always improving where possible, just to try and keep one step ahead of the cybercriminal. But it's sometimes like shoveling you know what? Endless job. We do try to keep costs consistent year to year with replacement cycles for servers, workstations, printers, things like that. We run our printers actually into the ground. Any new printers are generally usually for the power users and then we, you know, move things around in that regard. Let's see. What else can I say? So the budget in front of you here is based on four and five year goals. Four year goals that we're set through collaboration with all Department Heads and our steering committee. And there's only one out of the budget requests, which Chief Buxton briefly mentioned. I can talk a little just a smidgen more on that at the end of my presentation here, and I have no warrant articles this year.

Selectman Morin was recognized and said question, 5330-203. You went from 6,015? Ms. Nute replied so if you look at the first line item, the maintenance on our crucial systems has always been pretty consistent year to year. What is new this year is the compellant, which is our storage array. That's a core piece of equipment. We have two of them, both data centers, one in each I mean, and that was on a three year warranty it was purchased, knew that manufacturer's warranty is now up. So I now need to maintain that. Pick up the maintenance on that. That's like a core piece of equipment we do need to maintain. So that's why the increase there.

Selectman Morin was again recognized and said and the second one 5330-403 small IT equipment, you went from twenty seven to eighteen. Ms. Nute replied saying yes. So there are a couple of N's in the left column there and the second are replacement and N stands for new. So this is one project that I'm trying to pick up on. This budget is the 1.5% increase that you've allowed us. Most of that went to the increases in software maintenance out of my control. But this is a second piece of that where we are, we'd like to outfit our fire dispatch center with IP phones so that we can have our two phone systems redundant of each other, the police and the fire one so that let's say one of those phone systems go down. Both those centers can be reverted to the other. And the second thing, a reason to make dispatch at a minimum IP is so that if they have to vacate that room in case of a fire, something like that, we simply unplug those phones and they don't lose their programming or anything. The second, the new pieces in that 403 are some storage. When we bought those components on each end that I was talking about is now out of warranty. We purchase something that can last us a very long time. All you do is add drives to it as you need it. And we didn't want to just, you know, go overkill initially and have to pay more upfront for it. So as we need it, we will add drives. We're getting to that point. The more and more that we store, we need to cover. So we've got a couple new cases where people are doing more video. We are now about to use a new web application where the sewer ties and videos and things like that, all their asset management that Land Use and DPW use will be partially stored in house.

Selectman Guessferd was recognized and said on the other side of that the computer equipment, you may have already covered it. That went down. Ms. Nute replied are you on 411? Selectman Guessferd replied yes. Ms. Nute said So basically, that is fewer systems now that COVID is, you know, kind of we still have several people

working from home and we still left several systems in place should we have to go back. But there have been a number of people who are not as critical and we're happy to get that equipment out of their living rooms. So that gives me less inventory that I have to replace. So my inventory replacement cycle has been reduced. So that's the main reason that has gone down. And then the second thing is, again, you know, default budget, I have to kind of go back a whole 'nother budget. There was a refresh on the Exicon recorders that are used. Both police and fire dispatch records the calls and we at the five year lease was up and we had a refresh. And so we had a bump up of money we required to update those servers at that time. That is no longer necessary, and that's why that went down.

Selectman Morin was recognized and said just to follow up. You said we ran out of warranty. Can we enter into a maintenance plan? Is that what you're doing or is it? Ms. Nute replied that's what it is.

Chairman McGrath said anybody else have any questions? I've got a couple. And you may have already gone over it. The IT training line item 237 the actuals for '21 were just about \$18,000 dollars. The budget for '22 was about \$18,000 and now this year it's dropped down to about \$15,000. Is there a reason for that or do you do you feel confident in that number? Ms. Nute replied yes. You know, this is something more likely. We'll go back up, but I'm OK with this. I had to stay within the 1.5%. That storage is crucial. Our warranty, obviously, I've got to cover that core equipment. So something had to give. I felt OK reducing this, at least for this one year because I still do have a subscription for the three people I'm leaving behind. It's quality training and we've had a number of new things all at once. We had our servers are up to date with the latest, our exchange, our email is up to the latest and we've brought in a new SharePoint piece of software. All of my staff have been trained on those now. So the biggest training we're going to have is for the employees now on how to use that SharePoint and Doug and I plan on starting that before I leave. So I'm OK with that. For now, I do think that they'll have to readjust that, you know, the next time and wiggle something else around, but we're OK for now. I really felt all right on that.

And then the outside service the actuals were a little over twenty three thousand. The budget for last year was forty eight hundred, which was quite a difference. And then this year it's up to seven thousand. Ms. Nute replied yes, you're talking about a count 252 for anybody following it. Yes, that's up 49%. And the reason is that I should have included a letter and in the left column there where it says penetration testing. I had attempted to get this in the budget last year and I talked about that and then default kicked that back out. But it is a recommendation that on an annual basis, you have somebody from outside come in and just see how secure we are and try to break into things or, you know, see what kind of vulnerabilities we may have. This is one of three tests that I'm looking to budget for. Just recently, John had an opportunity to talk with some people at Homeland Security, and we found that they offer some of this. So I'm currently working with them to see what you know, what level they offer. It may not be as detailed as this or, you know, as, you know, as much depth. I'm not sure, but we're going to start those conversations and see maybe if we can instead of doing, you know, maybe do an internal with them and keep this external, that kind of a thing. But we we're not able to do one last year. So we really need to do one and two, if necessary, if possible we can have Homeland Security maybe help us there.

Chairman McGrath went on to say then just two more line items. The small equipment line item 403. That went the actuals were just under two thousand dollars. Budget last year was twenty seven hundred, and this year it's up to eighteen thousand. The Town Administrator replied, those are where she was talking about before and the extra storage. So she covered that with Dave. Chairman McGrath replied Oh, OK.

Ms. Nute asked did you have any other questions on that? That was the storage. Chairman McGrath went on to say and then the next one is the next line down 411. Computer equipment. The actuals for 2021 one were \$70,000 a little more than seventy thousand. The budget for last year was \$57,156 and this year it's dropped down to \$38,000. Ms. Nute replied yes, 33% decrease was that refresh on the Exicom that I spoke of. We didn't

need that anymore and fewer systems because we have a handful of systems that came back from people's homes after no longer...Chairman McGrath said one of them was mine. Ok, Lisa, thank you, I don't have any other questions about that.

5077 Town Officers

Ok, in your packet. What we did is we re-copied each of just the IT pages from each of the other budgets so that you're not flipping back and forth in your book. So if you continue 5077 - IT Town Officers. And there is no change there. It's basically, you know, you'll find most of these are cartridge money that each department uses. Software that might be specific to them or hardware maintenance. And here it's just the same panic buttons and security things that we have in Town Clerk's office and cartridges that have not changed.

5177 Town Administration

The next one is 5177 Town Administration, and please stop me if you have any questions, otherwise I'll roll through. There is no change on this either. It's minimal budget on just cartridges, basically.

5277, Land Use

Next is 5277 Land Use. Again, no change. And this is the large format printer that we have maintenance on and cartridge use, and then they're due for one PC replacement in the cycle.

5377, IT Finance

The next account is 5377- Finance. This is down 8.9%, which is, you know, basically just a few hundred dollars, and it's because they're using the copier more upstairs, which I do try to encourage each department to do. Toner comes with that one versus their printers down below. So they've been very good about sending all their bills upstairs.

5477, Assessing

Next department is 5477, Assessing. Is everybody there? So this one really fluctuated, it's down 36.3% and that's because we're transitioning between Patriot Properties and Vision. So there's going to be a readjustment again next year and you're going to see that kind of balance out again. And it's going very well so far, by the way, the in working with Vision, and they're on top of things, and I think they're going to be a great company to work with.

5577, IT and Public Works

The next department is 5577 Public Works and this one is up 103.4% The Town Administrator added but because things are in the default budget, last year they got out. So it's back to where it would have been, where he should be with the connections he needs. Ms. Nute added yes, the landfill connection 208 got kicked out and then their time clock.

5677, Police IT

Next to count is 5677 Police. The accounts that fluctuated here is the first one listed 204, large equipment that is up slightly and again, that that is as Selectman Morin pointed out, is that compellant that's the second one. Data center is down there. So you're now picking up maintenance on that. And then that same thing that happened in DPW in 208.. It's the firing range connection, our Comcast internet up there that got kicked out, and now we had to put that back in here. The only other thing as a slight adjustment in 269 software maintenance, just a couple grand. And that's because I had I adjusted a couple of core, they call it in our, you know, our core piece of equipment is charged maintenance by the number of cores in it. And I had a couple that really should have been charged on the town hall side. So that went into my 5330 and was reduced here.

And then 235 equipment repair parts is a reduction by 75% and that is basically just I based it on what we've previously been spending. And you know, I could I could reduce that down. I'm comfortable with the things we've got covered under maintenance. I think we're going to be fine there. So overall, that's a 0.9 % increase, and the Chief is OK covering that in his bottom line.

5777, IT Fire

Moving on, unless someone has questions, is Fire at 5777. The slight fluctuation is in 269 software maintenance because they no longer are using that Fleetmate. So we got rid of the support on that. The biggest jump is more of those IP phones. And I apologize that I kind of made it sound like I'm double dipping here and I mentioned about the dispatch. Those are the phones that are listed here that we're going to make those IP. And then what I did on the other budget that I talked about in 5330, it's this building. So because like, if we need a phone system, if we need to jump over to another phone system, I want core people here to be able to also have a phone in an emergency. So like a few phones for administration, I did a couple of clerks. I did, I think one assessor person and like a water clerk, you know, and then eventually, as you know, budgets again, you know, kind of state, if we can stay consistent, I'll do some more of those and we'll kind of revert more and more to IP. So that's why the jump here.

The Town Administrator said this might be the time to talk about that outside the budget request, because it's a Fire IT item. That was to put the telescope on fully on the cloud. I figure it might make sense just if you want to talk about it while you're looking at this.

Ms. Nute replied saying yes, Chief Buxton did a good job explaining this briefly. I just wanted to explain that this is kind of like a second phase of what we already started. It was a no brainer to go with their cloud version because we were able to reduce equipment. So we got rid of four phone circuits, you know, at \$37.00 each per month and we got rid of a physical server. So I didn't have the maintenance on that anymore and I didn't have the replacement costs. But what happened is because we only did that partial, you know, phase. We have data being collected here in house and then we've got them going out Telestaff is the Fire scheduling and then they go out to the internet for another piece of that. So they're going back and forth and that's a bit of a security vector. So we'd be better off keeping our network more secure by just putting them totally in the cloud. And then we've got just the firewall between them and they're not going back and forth. So this is the second phase of that. Basically, as I was saying to my liaison Selectman Roy, we're very careful about what we do put in the cloud because it's expensive and it doesn't go down in price. And sometimes, you know, once you're out there, it's costly even to bring it back in, you know the data's out in their control. And even though they claim you own it and you know, we're still responsible for backups and everything else. So this is one of those that I feel confident moving them out. We didn't initially. That was another reason we only kind of partially did that to get rid of the equipment and

kept the data here because, you know, we weren't confident that they were a really good cloud vendor to have our data out there with. But over the few years we have seen that it's well built. They've done some good engineering and the layering and of the program and, you know, kudos to Vin Guarino. He did find a flaw in there in their database and their coding, I should say, and he was able to kind of, you know, ethically hack in where he shouldn't have been able to. They responded very quickly. They fixed that and, you know, we can see that they are a pretty secure company. So this is one I would recommend. We do move to the cloud. It would provide Fire, a little less dependency on IT. We have expertise in Vin with databases, even though Doug and I know some database as well. Vin is our expert in database and it requires some deep delving. So Erika does rely on Vin quite a bit. If he's on vacation and she needs something, you know that Doug or I can't do. I mean, she kind of has to wait for Vin to get back. So here, if the data is with this other vendor, she can get more immediate assistance there. So that's another plus there.

Chairman McGrath asked, is that it Linda? Lisa? I don't know what I was. I have a cousin. I have a cousin, Linda. Sorry. Anybody have any questions or comments? Seeing none the Chairman said thank you Lisa. Ms. Nute replied, you're very welcome. Thank you all. The Town Administrator said I think you had on Recreation just in case anybody had questions. There were no questions on the Recreation IT budget. Ms. Nute replied yes, it's a decrease and again that's more copier use. She's doing better at using copiers instead of printers. The Town Administrator added, there's no warrant articles for IT.

Chairman McGrath said thank you Lisa. Sorry it's your last time presenting. Ms. Nute replied, that's alright. Chairman McGrath replied but I'll hear you yelling Yahoo as you walk down the hall.

The Town Administrator addressed the Board saying I think that's what was on your schedule for this evening. So unless somebody has something else, I think that's where we're at.

5. ADJOURNMENT

Motion by Selectman Morin, seconded by Selectman Guessferd to adjourn at 9:30 p.m.

Recorded by HCTV and transcribed by Jill Laffin, Executive Assistant

Marilyn McGrath, Chairman

Bob Guessferd, Vice-Chairman

Dave Morin, Selectman

Kara Roy, Selectman

Brett Gagnon, Selectman

