

**MINUTES OF THE
BOARD OF SELECTMEN**

**Regular Meeting of
October 3, 2019**

The Board of Selectmen held a meeting on Wednesday, October 3, 2019 at Salem Town Hall, 33 Geremonty Drive, Salem, NH.

PRESENT: Jim Keller, Selectman Michael J. Lyons, Selectwoman Lisa Withrow (arrived at , Selectman Arthur Barnes, and Chris Dillon (Town Manager).

ABSENT: Selectman Robert Bryant

CALL TO ORDER:

Chairman Keller began by calling the meeting to order at 6:30 p.m. He joined the Board in the Pledge of Allegiance.

1. Meeting Minutes:

None.

2. Chairman Comments:

None

3. 2019 Budget Presentation

Chairman Keller asked the Town Manager to begin.

Manager Dillon stated that he would have a brief summary. The goals were to improve efficiencies in departments. There were new positions that were added last year and would now be in the Budget for a full year. The Budget proposal included setting up a fund to prepare for possible catastrophic maintenance problems which may or may not happen. The budget included a Road Program and he was working on improving communication with the community. The budget included essential operational items for people to perform their jobs. The final goal was to incorporate the CIP Committee’s recommendations to the best that they could. The budget assumptions included a 3% increase in electricity, a .5% increase in telephone, a 7.65% decrease in gasoline along with decreases in diesel and oil, and a 5% increase in natural gas. They had not received the health insurance renewal numbers but were anticipating 6% increase. The final numbers should be in before they were presented to the Budget Committee. A 5% increase was budgeted for Property & Liability Insurance and an 8% increase was budgeted for the Workers Compensation Insurance. The Municipal tax rate for 2020 was \$7.31 which was a 2.96% increase over 2019. The proposed budget included IT improvements including ITS and phone system upgrades, support for the Road Program, funding for the MS-4 which was required by DES, money for the police department to achieve national accreditation, possible land procurement, a Town buildings master plan, and cemetery expansion. The department requests totaled \$53,056,871 which they reduced by \$900,000 during the Town Manager’s review. The Warrant Articles recommended included land acquisition for \$3.5 million, providing the West

1 Duston Road area with water and sewer for \$1.4 million, drainage improvements for \$300,000,
2 flood hazard mitigation at Policy Brook for \$4.23 million, level funding the Road Program at
3 \$4.7 million, ITS improvements which might be funded by a grant with the Town portion at
4 \$300,000, establishing two trust funds, and putting \$100,000 into winter weather operations. The
5 Town Manager was recommending bridge engineering for the Bridge Street Bridge for
6 \$158,000, two six wheel dump trucks for \$390,000, and a new access road at the Transfer Station
7 with a camera for \$120,000. There were three union contracts that could also appear on the
8 Warrant. The Town was currently negotiating with two of the three unions.

9
10 Chairman Keller asked to clarify that union contracts not included in the projected tax rate.

11
12 Manager Dillon answered yes. He presented a comparison with last year. The total to be raised
13 by taxes was \$34,080,891 led to the \$7.31 tax rate. A chart showing the tax rate over the past few
14 years was present. Fund balance was used for the communication system and tax rate
15 stabilization last year in the amount of \$2,736,155. Manager Dillon recommended using fund
16 balance for those purposes again in 2020 at the amount of \$2,648,000.

17
18 Chairman Keller asked if that kept the Town within the fund balance policy.

19
20 Manager Dillon answered yes if things continued as expected. The 2020 Budget was broken
21 down into the percentages of change for each section versus the 2019 Budget. This was followed
22 by a revenue comparison between the two years. They were expecting less revenue in building
23 permits next year but more revenue in other areas.

24
25 Selectman Lyons asked if any of the budget assumptions were firm.

26
27 Manager Dillon stated that the gas figure was a set price.

28
29 Nicole McGee, Finance Director, stated that the cost per gallon was a firm number.

30
31 Selectman Lyons asked about solid waste hauler numbers.

32
33 Manager Dillon stated that they made an assumption on the 2020 costs but it was not on that
34 slide.

35
36 Selectman Lyons asked about how they felt about the health insurance and worker's
37 compensation numbers.

38
39 Manager Dillon stated that the Board approved the cap program so 8% was the maximum that
40 the Workers Compensation insurance would go up. On health insurance, they had some
41 communication with the company that it might be a 5.8% increase but the number not official
42 yet.

43
44 Selectman Lyons asked what Warrant Articles were proposed to be bonded.

45
46 Manager Dillon stated that the land procurement would be bonded.

- 1 Selectman Lyons asked about the flood mitigation project.
2
3 Manager Dillon stated that there was an offsetting grant for that project.
4
5 Ms. McGee stated the Town share of a little over \$1 million would be bonded.
6
7 Manager Dillon stated that the CIP Committee had some items that had been put in the Road
8 Program. He had kept them as Warrant Articles but they had been in the budget previously.
9 Manager Dillon was not sure how the Board wanted to proceed.
10
11 Selectman Lyons asked about the assessed valuation estimate.
12
13 Ms. McGee stated that it was a 1% increase for new growth plus \$30 million for changes at the
14 Tuscan Development. She had spoken with the previous Town Assessor and gotten his estimate.
15
16 Selectman Lyons asked if that followed normal projections.
17
18 Ms. McGee answered yes.
19
20 Selectman Lyons asked about the decrease in Intergovernmental Revenues.
21
22 Ms. McGee answered that was the SAFER grant which had dropped for the third year.
23
24 Selectman Lyons asked about the revenue decrease.
25
26 Ms. McGee stated that she did not include the bond offset in 2020 which had been in 2019
27 because the bond was now issued.
28
29 Chairman Keller stated that it was bond revenues in so it had just been an offsetting number for
30 the appropriation.
31
32 Ms. McGee stated that the solid waste numbers were \$85 per ton for 2020.
33
34 Selectman Lyons asked about change from last year.
35
36 Ms. McGee stated that it was about a \$50,000 increase.
37
38 Melanie Murray, Accounting and Budget Manager, stated that the tonnage was based on the
39 three year average.
40
41 Chairman Keller stated that he felt that the road for the transfer station and the trucks should be
42 in the budget.
43
44 Selectman Lyons asked if they were proposing a lease for the trucks.
45
46 Manager Dillon answered no. It would make the Warrant very long.

1 **4. 2019 Board of Selectmen Budget Review**

2
3 **Community Development**

4 Manager Dillon stated that the Assistant Town Manager's salary and benefits had been moved to
5 the Town Manager's Budget which was the largest single change in this budget. The
6 corresponding lines were all reduced in this budget and increased in the Town Manager's
7 Budget.

8
9 Chairman Keller asked about the value from the Regional Planning Commission membership.

10
11 Manager Dillon stated that Tim Roache from the RPC would be willing to come in to speak with
12 the Board. They had applied for two CMAQ Grants and the RPC scored the grants. Membership
13 helped with the scoring for those grants.

14
15 Karri Makinen, Community Development Coordinator, stated that they did the build-out analysis
16 which they were working on finalizing. She attended the transportation advisory meetings which
17 allowed her to stay on top of the different resources that were available to Salem. They received
18 a break out of the dues. The largest part, 41%, went towards transportation which brought in the
19 big federal funds while 24% went towards local issues which covered the build-out analysis
20 funding this year.

21
22 Chairman Keller asked if the RPC would have any involvement with grants for the ring roads
23 around the Depot.

24
25 Ms. Makinen stated that the Town was working with the Economic Development Corporation so
26 far on that project.

27
28 **Planning**

29 Manager Dillon stated that the largest increase in this budget was due to having the new
30 Assistant Planner/Code Enforcement for a full year.

31
32 Chairman Keller asked if that position had been filled.

33
34 Manager Dillon stated that it was not filled but they had some interviews for the position. He
35 would get an update for the Board.

36
37 Chairman Keller stated that they were good with the Planning Budget.

38
39 **Boards & Committees**

40 Chairman Keller stated that he did not suspect there was anything really different from the
41 previous budgets.

42
43 Manager Dillon stated that there was not.

44
45 Selectman Lyons stated that it was not what it was really costing the Town to have these
46 meetings because staff time was not accounted for.

1 Chairman Keller stated that was fully costed analysis.

2
3 **Community Services**

4 Manager Dillon stated that pay was up a little for this budget which was contractual.

5
6 Chairman Keller stated that it was mostly flat. They reduced the cost of portable toilets.

7
8 Selectman Barnes asked why the Facilities Budget was zeroed out.

9
10 Ms. Murray answered that it was not. There was a typo showing a 0% change which was
11 incorrect.

12
13 **Community Contributions**

14 Manager Dillon stated that there was a slight change to the budget for police details.

15
16 Chairman Keller stated that it was basically the same as last year.

17
18 **Municipal Services - Administration**

19 Roy Sorenson, Municipal Services Director, stated that the biggest thing was that they
20 consolidated the clothing allowance into one line.

21
22 Chairman Keller asked if there were offsetting drops in the other budgets.

23
24 Mr. Sorenson answered yes except for the Water and Sewer Clothing Allowance Lines. They
25 would continue doing dam repairs and maintenance. He believed that Line 4400 – Contracted
26 Services would be okay with \$2,000 for next year.

27
28 Chairman Keller asked about the change in Line 4400.

29
30 Mr. Sorenson stated that it was a \$1,000 increase.

31
32 Manager Dillon stated that it looked like a decrease because the 2019 expended was \$6,000.

33
34 Chairman Keller asked about the increase in Line 4450 – Telephone.

35
36 Mr. Sorenson stated that they got a grant three years ago that allowed them to purchase tablets.
37 The charge in this line allowed the Department to use the tablets onsite to enter information for
38 the GIS. Internet connectivity which would be part of the data plan for the cell service.

39
40 Chairman Keller asked if the cell phone increase was just the data cost.

41
42 Mr. Sorenson stated that they added one new person.

43
44 Ms. Murray stated that it was the cost increase for the plan.

45
46 Chairman Keller asked who the provider was.

1 Ms. Murray answered Verizon.

2

3 **Garage**

4 Mr. Sorenson stated that the increase was in Line 4495 - Heat with a little increase in Line 4498
5 – Building Repairs. They had a door issue and a heat issue that were fixed this year.

6

7 Chairman Keller asked if no additional money would be needed for next year.

8

9 Mr. Sorenson answered no. The big thing was the facility plan.

10

11 **Fleet**

12 Mr. Sorenson stated that they moved an HEO position over to this budget so that they would
13 have two mechanics.

14

15 Chairman Keller asked how many pieces of equipment they had in the fleet.

16

17 Mr. Sorenson stated that he did not have that number in front of him. They had an increase in
18 Line 4458 – Vehicle Maintenance. They just finished the inspections which cost \$28,000 in
19 repairs to the vehicles in order to pass.

20

21 Chairman Keller asked if the inspections were done in-house.

22

23 Mr. Sorenson answered yes.

24

25 Chairman Keller asked if that was an annual thing.

26

27 Mr. Sorenson answered yes, every September. Line 4456 – Radio Maintenance had an increase
28 because they needed new radios.

29

30 Chairman Keller asked if the communications project included radios for Municipal Services.

31

32 Mr. Sorenson answered no. They were looking to get updated radios to match the new system.

33

34 Selectman Barnes stated that the fire engines were expected to last 20 years. He asked about
35 lifespan for the dump trucks.

36

37 Mr. Sorenson stated that it was about ten to fifteen. They would be putting some parameters for
38 gauging the lifespan of the equipment. They did not get any last year. The Town purchased six or
39 seven back in 2010.

40

41 Selectman Barnes stated thank you.

42

43 Selectwoman Withrow arrived at 7:11 PM.

44

Streets/Shops

1
2 Mr. Sorenson stated that they moved an employee to Fleet from the budget. Lines 4400 -
3 Contracted Services and 4462 – Tree Removal were up. They had been doing a lot of tree work
4 which would continue next year. They were looking at a trench compactor for equipment. He
5 stated that they reduced Line 4983 – Winter Weather Operations by \$50,000. They had \$600,000
6 in the trust fund.

7
8 Chairman Keller asked if the total was \$1,500,000 for snow removal.

9
10 Mr. Sorenson stated that it was a little less than that.

11
12 Selectman Lyons asked about the line to address potholes.

13
14 Mr. Sorenson stated that was Line 4245 – Bituminous Concrete which had a 3.6% drop.

15
16 Chairman Keller asked about the spending under Line 4252 – Street Lining.

17
18 Mr. Sorenson stated that the number was low just because of the late start in the work.

19
20 Chairman Keller asked about part-time hiring.

21
22 Mr. Sorenson stated that they only had one on the utilities side this year. They had two returnees
23 at public works and the rest were new hires.

24
25 Chairman Keller stated that they either wear out or they enjoy what they're doing.

26
27 Mr. Sorenson stated yes.

Solid Waste

28
29 Sorenson stated that the increases were in contracted services, hazardous waste disposal, and
30 testing. The increase in Line 4648 – Testing was due to new requirements to test for PFAS four
31 times a year. The Household Hazardous Waste Day was well attended this year and they
32 anticipated another high turnout next year.

33
34
35 Chairman Keller asked if there were organizations where the waste could be dropped off during
36 the year. He was just looking for a way to have them properly discarded at other times of the
37 year instead of waiting for the annual event.

38
39 Mr. Sorenson stated that some communities split it up. They could look at doing it differently in
40 the future.

41
42 Chairman Keller asked how much hazardous waste was found during the spring clean-up.

43
44 Mr. Sorenson stated that they found some but not a lot.

45
46 Chairman Keller asked if that went out to bid every year.

1 Mr. Sorenson answered yes.

2

3 Selectman Lyons asked what the recycling rate was.

4

5 Mr. Sorenson answered that it was about 18%. He stated that the message was different now
6 versus in the past when they were making money from recycling. They should still recycle but
7 the cost was going up. Recycling would be a focus for the Sustainability Club at the High School
8 this year.

9

10 **Parks/Property**

11 Mr. Sorenson stated that they had the new employee for the full year. The other big increases
12 were in Line 4607 - Equipment which was a new mower for the cemetery and Line 4994 – Site
13 Remediation was moved here from another budget. It was for the underground storage tanks. The
14 increase in Line 4452 - Building Maintenance was to remove the underground storage tank and
15 fix the heat in the building at the cemetery.

16

17 **Engineering**

18 Mr. Sorenson stated that the new position was there for the full year. The MS-4 was in another
19 place in the budget now.

20

21 Chairman Keller asked if they had hired a new person.

22

23 Mr. Sorenson answered yes. The new person had good knowledge of the MS-4 process.

24

25 Selectwoman Withrow asked about the decrease in Line 4994 – Site Remediation.

26

27 Mr. Sorenson stated that money was moved to the Parks/Property Budget.

28

29 Selectman Lyons asked about where the MS-4 went.

30

31 Mr. Sorenson stated that it was now in the Capital Budget.

32

33 **Lighting/Traffic**

34 Mr. Sorenson stated that the biggest things were Phase 2 of the traffic cameras and increase in
35 money for repairs because they were doing more repairs. The ITS system evaluation could
36 possibly fall under the CMAQ Grant.

37

38 Chairman Keller asked if he could get certainty whether or not it could be part of the grant. He
39 asked if the traffic cameras could not be part of the grant.

40

41 Mr. Sorenson stated that the traffic cameras probably could not be part of the grant.

42

43 Chairman Keller asked Mr. Sorenson to get a definitive answer.

44

45 Mr. Sorenson stated that they needed to start doing evaluations of the traffic signals in order to
46 develop a master plan for them.

1 Chairman Keller asked if there was an intent to have an inventory of traffic lights and a schedule
2 for remediation.

3
4 Mr. Sorenson stated that the plan was to go through all of them. ITS had a ten year lifespan and
5 was reaching the end of that lifespan.

6
7 Chairman Keller stated that they would have an inventory of all the traffic lights in Salem.

8
9 Mr. Sorenson answered yes.

10
11 Chairman Keller stated that they would then have a traffic safety plan.

12
13 Mr. Sorenson answered yes along with an intersection plan.

14
15 Chairman Keller asked about the streetlight number staying the same.

16
17 Mr. Sorenson answered the he was not sure about that.

18
19 Manager Dillon stated that they removed some streetlights when the LEDs were put in.

20
21 Chairman Keller asked about the ITS grant and when the Town would know if they received it.

22
23 Manager Dillon stated that they would know for sure by November but they may know the
24 answer sooner than that.

25
26 Selectwoman Withrow asked how many employees Municipal Services was down.

27
28 Mr. Sorenson stated that they had two public works positions open. It was the closest they had
29 been to being fully staffed in a while.

30
31 Selectwoman Withrow asked if those positions were in the budget.

32
33 Mr. Sorenson answered yes.

34
35 Selectman Barnes asked if they would have to hire employees for the new regional water line.

36
37 Mr. Sorenson stated that they probably would in the future but it would not be soon since they
38 were not selling water to Windham. Once the project was in line and operating they would look
39 at it again.

40
41 Chairman Keller asked when water would start flowing through the new line.

42
43 Mr. Sorenson answered that it should start by June 20th.

44
45 Chairman Keller asked about the progress of the work.

46

1 Mr. Sorenson stated that the Shannon Road section was almost done. The Windham and the
2 Derry sections would be starting next week.

3
4 Chairman Keller asked about having a discussion about the new water operations plan.

5
6 Mr. Sorenson stated that he would have a master plan update which was in draft form and an
7 update on the operations plan. He could come back with an update on the regional water line
8 sooner.

9
10 **Capital**

11 Mr. Sorenson stated that the MS-4 was in Line 4402 – Engineering Services. They really needed
12 to start moving on it. He did not want to fall behind. Line 4469 – Building Improvements had the
13 Facility Studies Master Plan funding.

14
15 Chairman Keller asked if they had a presentation or proposal for that.

16
17 Mr. Sorenson stated that he was working on a budgetary proposal and would have that
18 information soon.

19
20 Selectman Lyons asked about the output of that.

21
22 Mr. Sorenson stated that it was to develop a strategy for long-term development plan for the
23 Town buildings. It would allow them to determine what to do for repairs and upgrades and if
24 they should do a super bond.

25
26 Selectman Lyons stated that this was just a plug number.

27
28 Mr. Sorenson stated that he got a rough number originally after talking with some consultants.
29 They have added new buildings to the original parameters. He had to give the consultants more
30 information in order to get a better number.

31
32 Selectman Lyons asked if this was the result of the Facilities Committee then.

33
34 Mr. Sorenson stated that this was their recommendation.

35
36 Chairman Keller asked that Mr. Sorenson have something for backup by next week. He wanted
37 the backup they needed to present to the voters.

38
39 Mr. Sorenson stated that he would get that before next Wednesday.

40
41 Chairman Keller stated that the Board was generally supportive of that approach of evaluating
42 the buildings and creating a plan.

43
44 Mr. Sorenson stated that under Line 4729 – MS Equipment Replacement was a new vehicle lift,
45 a vehicle for the mechanics to use, and one for the engineering division. The lift would be
46 removable in case a new facility was built in the future. The current vehicle for engineering was

- 1 going back to public works for use by the Facilities Foreman. They would get a used vehicle for
2 the engineering division's use.
3
- 4 Selectwoman Withrow asked if the mechanic's vehicle was new.
5
- 6 Mr. Sorenson answered yes.
7
- 8 Chairman Keller asked if the vehicle lift could support fire vehicles.
9
- 10 Mr. Sorenson answered no. They had looked at that and the building did not have enough height
11 for fire trucks. He would love to close in the building with three sides. They could put in mobile
12 lifts which could pick up fire trucks.
13
- 14 Chairman Keller asked if the facility plan would address putting walls around that building.
15
- 16 Mr. Sorenson answered yes.
17
- 18 Selectwoman Withrow asked if it could lift all vehicles.
19
- 20 Mr. Sorenson answered no, they could not lift the larger six wheel dump trucks which were
21 similar to the fire engines.
22
- 23 Selectwoman Withrow asked how much it would cost for one that could that could cover all of
24 the vehicles.
25
- 26 Mr. Sorenson stated that they were looking a \$45,000 to \$50,000. They could probably do that
27 now with the cold storage building. They were just missing four doors and insulation.
28
- 29 Chairman Keller asked if they wanted Mr. Sorenson to look at the feasibility of doing it.
30
- 31 Mr. Sorenson stated that until they knew more about the overall situation, they should wait on
32 this.
33
- 34 Selectwoman Withrow stated that they would want that later. They would spend \$35,000 now
35 and \$75,000 later so that they did both.
36
- 37 Mr. Sorenson stated that the current lift requested was \$16,000.
38
- 39 Chairman Keller stated that the trucks that had been proposed for the Warrant should just go in
40 the Capital Budget.
41
- 42 Mr. Sorenson stated that Line 4949 – Cemetery Expansion was for continued work in the back
43 on the full burial side as per the master plan. It would be for fencing, ground work, and fixing
44 roads.
45
- 46 Selectman Lyons asked about the weed control program being in the budget.

1 Mr. Sorenson answered yes.

2

3 Selectman Lyons asked about talking with the State and getting the okay from them to do the
4 weeds in their areas.

5

6 Mr. Sorenson stated that they could do that.

7

8 Selectman Lyons asked about the fee for monitor disposals.

9

10 Mr. Sorenson stated that he thought there was no extra charge for that.

11

12 Selectman Lyons asked if the expense was covered by the fees.

13

14 Ms. McGee stated that they would have to look at that.

15

16 Selectman Lyons asked about the cross calculation for the administrative charges and it was
17 changed.

18

19 Ms. McGee stated that it was updated every year.

20

21 Selectman Lyons asked how it changed this year.

22

23 Ms. McGee stated that it increased. The amount going towards water increased more than the
24 increase towards the sewer.

25

26 Selectman Lyons stated that the charge was directed more towards the water system and the
27 general fund with less going towards the sewer.

28

29 Ms. McGee stated that certain employees had their allocated to the different funds. The
30 allocation changed based on the employee. There were different methodologies for each position.

31

32 Selectman Lyons asked if he could get the information on how that was done.

33

34 Ms. McGee answered yes.

35

36 Chairman Keller asked how many catch basins the Town had and what they did for cleaning.

37

38 Mr. Sorenson stated that they were splitting town up so the cleaning was on a two year plan now
39 that they were caught up on cleaning the catch basins.

40

41 Chairman Keller stated that they were caught up.

42

43 Mr. Sorenson answered yes. They had close to 3,000 catch basins and now they were just on a
44 maintenance program. The Town needed to do that per the MS-4 permit anyways.

45

46 Chairman Keller asked about the program for culvert maintenance.

1 Mr. Sorenson stated that it was a reactive program for culverts. They knew where the culverts
2 were and the condition they were in. There was not have a routine plan for maintenance of them.

3
4 Chairman Keller asked if they were inventoried.

5
6 Mr. Sorenson answered yes.

7
8 Chairman Keller asked if there were there programs through RPC or other agencies to have a
9 way to address that situation. They would have a flood issue at some point in the future. He
10 wanted to know if there was something with using external people to keep up with the culverts.

11
12 Mr. Sorenson stated that he would talk with the Community Development Coordinator about it.

13
14 Selectman Lyons asked how much of the catch basin cleaning was done with the Town's own
15 jetvac.

16
17 Mr. Sorenson stated that they used that when they went out other than the routine cleanings.
18 They used it when doing repairs.

19
20 Selectman Lyons stated that the one by him was done with a contracted jetvac.

21
22 Mr. Sorenson stated that it was a matter of staffing.

23
24 **District Court**

25 Mr. Sorenson stated that the budget was down because the cleaning service was removed.

26
27 Chairman Keller asked how the repairs were going.

28
29 Mr. Sorenson stated that they were hoping to finish by November. There were some change
30 orders for the roof due to some steel replacement issues.

31
32 Chairman Keller stated that he wanted to make sure they were in decent shape going into the
33 cold season.

34
35 Mr. Sorenson stated that they did not disconnect the whole building during the work. They just
36 fired the heat up due to the change in season and tried to keep it going.

37
38 Chairman Keller stated that there were no red flags.

39
40 Mr. Sorenson answered no.

41
42 **Town Hall**

43 Mr. Sorenson stated that the cleaning services was removed so this budget was down. The
44 money for flooring in 2019 was used for HVAC repairs instead so the flooring work was pushed
45 to next year.

Old Town Hall

1 Sorenson stated that one of the toilets was out of commission due to flooring issues. They might
2 try to repair that at the end of the year. The Historic Commission helped with the funding.
3
4

Hose House

5 Mr. Sorenson stated that it was just changes in the utility charges.
6
7

Old Library

8 Mr. Sorenson stated that they were looking to paint it this year. They would use correctional
9 facility labor for it as they did with a previous painting job.
10
11

School House #5

12 Mr. Sorenson stated that it was down due to the building having been painted this year.
13
14

Depot Train Station

15 Mr. Sorenson stated that there was really no change here.
16
17

18 Selectwoman Withrow asked if there were concerns about the rail trail and people using the
19 bathrooms there.
20

21 Manager Dillon stated that there was a meeting there. The Chamber had concerns about the
22 usage of the bathrooms. Once the Depot project was done then they could do something more
23 permanent. For now the intent was to have a port-a-potty in the area.
24

Sewer Fund

25 Mr. Sorenson stated that most of the 8.57% increase was due to contracted services for the
26 former WWTP.
27
28

Sewer Fund – Administration

29 Mr. Sorenson stated that the big number in Line 4400 – Contracted Services was for the Phase 3
30 plan for moving forward on the cleanup. That should be done by next August. They had some
31 pump replacements from the sewer master plan that would be done. There was some money in
32 the budget for keeping the basement dry during the cleanup of the building at the former WWTP.
33
34

35 Chairman Keller stated that they did the pumping out of the basement before.
36

37 Mr. Sorenson stated that before it was water and sludge and now it was just water.
38

39 Chairman Keller stated that they did not know how the water was getting in.
40

41 Mr. Sorenson answered that was correct.
42

43 Chairman Keller stated that they had asked about other agencies for the cleanup. He asked about
44 other funding for looking at cleanup.
45

46 Mr. Sorenson stated that there was not money available. The monitoring permit was the Town

1 and the cost increased for 2020 due having to test for PFAS. They might have some ability to get
2 grant funding going forward but not for this work.

3
4 Chairman Keller asked about how they were doing on the GLSD. He read that it was a 4%
5 increase.

6
7 Selectman Lyons asked about what assumptions for credits from the GLSD the staff was making.
8

9 Ms. McGee stated that they not take any credits into account when preparing the budget. The
10 GLSD was now taking new construction into account when determining the fees for the towns so
11 the cost estimate factored that into it.

12
13 Selectman Lyons asked if they had talked with the GLSD staff recently.

14
15 Ms. McGee stated that they did not when preparing the budget.

16
17 Selectman Lyons stated that they should give the GLSD a call to check on it. The GLSD was in
18 transition with lots of rebuilding now.

19
20 **Sewer-Capital**

21 Mr. Sorenson stated that they have some improvements here. They would have the analysis for
22 remediating the soil contaminants and the basement cleanup. They were trying to get cleanup
23 documents and costs for both items. There was \$475,000 was for the WWTP. The other
24 \$200,000 in Line 4765 – Improvements was for the I/I program from investigation and
25 remediation.

26
27 Chairman Keller asked where they were on the rates.

28
29 Ms. McGee stated that she had the projections ready. She was not sure if they wanted a
30 presentation on that.

31
32 Chairman Keller stated that she should do a presentation on that.

33
34 Selectman Lyons stated that they had a rate adjustment coming.

35
36 Chairman Keller stated that one was already voted on.

37
38 Ms. McGee stated that she would not be recommending a change at this time.

39
40 Mr. Sorenson stated that the West Duston sewer work information was in the quote from the
41 consultant.

42
43 Chairman Keller asked about what percent of the flow was removed as a result of the I/I work.

44
45 Mr. Sorenson stated that they would get that information.

1 Chairman Keller stated that he wanted to tie the investment back to the results.

2
3 Mr. Sorenson stated yes.

4
5 **Water Fund – Administration**

6 Mr. Sorenson stated that there was one new temporary employee for helping with the GIS. There
7 was the phone usage as discussed before. Line 4456 - Radio Maintenance went up because the
8 radios were aging.

9
10 Chairman Keller asked if there was an opportunity to bundle the costs with the communications
11 grants for public safety.

12
13 Mr. Sorenson stated that they should be able to because they were part of that.

14
15 Chairman Keller stated that they wanted get them compatible with the new system. He asked
16 about Line 4098 – Overtime.

17
18 Mr. Sorenson stated that it would be less because they will be fully staffed soon. Being
19 shorthanded this year was the reason for the overtime this year.

20
21 **Operations**

22 Mr. Sorenson stated that there was an increase in Line 4256 - Tubing & Parts because of more
23 meter sales. Line 4482 – Purchase of Water was for the water from the new water line.

24
25 Chairman Keller asked about the WaterSmart customer access.

26
27 Ms. McGee stated that WaterSmart was a portal allowing customers to view their consumption
28 and get alerts for usage changes. It was a three year phased implementation.

29
30 Chairman Keller asked when customers would be able to use it.

31
32 Ms. McGee stated that they were hoping for this to happen this year.

33
34 Chairman Keller asked about getting a demonstration on what people could do.

35
36 Mr. Sorenson stated that this was also good for water conservation.

37
38 Chairman Keller asked if they would be able to get the list of big water users.

39
40 Ms. McGee stated that they could do that now but they would have a better idea of who was
41 using water including lawn accounts with the new software.

42
43 Chairman Keller asked if they would be able to see who was using water when they should not
44 be.

45
46 Mr. Sorenson answered yes.

1 Ms. McGee answered yes.

2

3 Chairman Keller stated that he was interested in getting compliance.

4

5 Manager Dillon stated that this had the ability for the people using the water to keep track of it
6 because the Town had some ability to do this before.

7

8 Chairman Keller asked if they were requiring rain meters on irrigation systems now.

9

10 Mr. Sorenson answered no. They working on some requirements for that.

11

12 Chairman Keller stated that they should be required now.

13

14 **Buildings**

15 Mr. Sorenson stated that the budget was down but they were looking to do the parking lot behind
16 the plant. They would change the grade so that it went away from the building.

17

18 **Debt**

19 Selectman Lyons asked if the new \$160,000 bond was the one for the water rights

20

21 Ms. McGee answered yes. They were able to absorb that bond without changing the water rates.

22

23 **Capital**

24 Mr. Sorenson stated that they wanted to extend the water on Route 28 to the Willow intersection
25 and take the water on Main out west to Pleasant Street. It could be a change order with the
26 current contractor for the South Broadway project.

27

28 Selectman Lyons asked how much the water component of the West Duston project was.

29

30 Ms. McGee stated that it was \$800,000.

31

32 Selectman Lyons asked if it would be a bond.

33

34 Chairman Keller stated that had not been determined yet.

35

36 Ms. McGee stated that they possibly could do cash which would hurt the bottom line but they
37 would stay within the policy.

38

39 Selectman Lyons asked about the sewer portion being funded through cash.

40

41 Ms. McGee answered no. They would have to raise the rates in order to do that.

42

43 Chairman Keller asked if plan was to pave the road after the work was done.

44

45 Mr. Sorenson stated that they would pave the trenches for the moment until the intersection was
46 redone at Depot.

1 Chairman Keller asked if the big intersection was happening tonight.

2
3 Mr. Sorenson answered yes. The road was not closed but the detour was set up.

4
5 Chairman Keller asked if there was anything else.

6
7 Mr. Sorenson answered no. He thanked them for the support.

8
9 Chairman Keller had asked for a list of all projects last year and thought it would be worthwhile
10 to have it updated.

11
12 Mr. Sorenson stated that it was amazing what was going on. He could get that updated.

13
14 Chairman Keller stated that report was good for everyone to see.

15
16 Selectman Lyons asked for what the two years remaining on the water rate plan were and if they
17 had one for the third year.

18
19 Ms. McGee answered no. They wanted to see what water sales were for a year first.

20
21 Chairman Keller asked if they would do everything else except the Library Budget on Monday.

22
23 Manager Dillon stated that the Library could do their budget presentation on Monday.

24
25 Chairman Keller stated that they would plan on that for Monday.

26
27 Selectman Lyons asked how the three year weighed average formula was working out.

28
29 Ms. Murray stated that it depended on the line.

30
31 **5. Upcoming Meetings**

- 32 • October 7, 2019 (Budget Review – 6:30 p.m.)
- 33 • October 9, 2019 (Budget Final Votes – 6:30 p.m.)
- 34 • October 21, 2019 (Regular Meeting – 7:00 p.m.)

35
36 **ADJOURNMENT AT 8:24 P.M.**

37 **MOTION:** by Selectman Barnes

38 ***Move to adjourn at 8:24 PM.***

39 **SECOND:** by Selectman Withrow

40 **VOTE:** 4-0-0

41
42 Notes/minutes taken by: Jeremiah Lamson

43
44 Approved: Board of Selectmen

45
46 Date Approved: October 21, 2019