

**MINUTES OF THE
BOARD OF SELECTMEN**

**Regular Meeting of
November 4, 2019**

The Board of Selectmen held a meeting on Monday, November 4, 2019 at Salem Town Hall, 33 Geremonty Drive, Salem, NH.

PRESENT: Chairman Jim Keller, Selectman Michael J. Lyons, Selectwoman Lisa Withrow, , Selectman Robert Bryant, and Chris Dillon (Town Manager).

ABSENT:
Selectman Arthur Barnes

CALL TO ORDER:
Chairman Keller began by calling the meeting to order at 7:07 p.m. He joined the Board in the Pledge of Allegiance.

1. Meeting Minutes:

MOTION: by Selectman Lyons
Move to approve the sealed Board of Selectmen Meeting Non-Public Session #1 Minutes from October 21, 2019.

SECOND: by Selectwoman Withrow

VOTE: 4-0-0

The motion passed unanimously.

MOTION: by Selectman Lyons
Move to approve the sealed Board of Selectmen Meeting Non-Public Session #2 Minutes from October 21, 2019.

SECOND: by Selectwoman Withrow

VOTE: 4-0-0

The motion passed unanimously.

MOTION: by Selectman Lyons
Move to approve the Board of Selectmen Meeting Public Session Minutes from October 21, 2019.

SECOND: by Selectwoman Withrow

VOTE: 4-0-0

The motion passed unanimously.

2. Chairman Comments:

None.

3. Discussion on 2020 U.S. Census

1 Manager Dillon stated that in 2020 they would have the Census. Richard Perrin was here from
2 the Census Bureau to update the Board and the public on what was happening with the Census.
3
4

5 Richard Perrin, Partnership Specialist, U.S. Census Bureau, stated that they had a lot of things
6 that they did as the largest statistical agency in the U.S. including a number of demographic and
7 economic programs. They were gearing up for the major function which was the Census. He
8 stated that they were currently verifying addresses. The agency had a phone number for reporting
9 fraud. Everyone should be counted once. There was a lot of government funding that depended
10 on the Census. This was the 23rd Census coming up. Article 1 Section 2 of the U.S. Constitution
11 mandated the Census. It determined the House of Representatives allocations and the overall
12 population. It covered all ages. The Census was safe and the workers had to safeguard the
13 information or face serious penalties. The Census Bureau had a lot of cybersecurity measures.
14 They would send information out in March. It would be possible to respond to the Census survey
15 via the phone or the website for the first time with this Census. People could also respond to the
16 paper survey. The last thing was the personal visit where they came and knocked on doors. The
17 workers would not ask for Social Security numbers or credit cards. They had twelve different
18 languages available for support on the phone and fifty-nine support language brochures for the
19 responses. There would be two letters sent then the agency would start knocking on doors if
20 there was no response to the letters. The ways to help were to spread the word and or to fill a
21 position that they were hiring for. Mr. Perrin explained the hours, pay, and the positions that
22 were available. The Census was looking to hire 13,000 people in New Hampshire. The upcoming
23 milestones included starting advertising in January and the Census itself started on April 1st. In
24 mid-May, the Census-takers would start going door to door. They asked the Board to be a
25 Complete Count Committee to help get the word out. The process started by having a meeting
26 and getting the word out. They were in the education phase about the Census now. He listed the
27 other phases which finished with the Thank You phase in July of 2020. They offered support to
28 their partners with promotional materials and content. The website was up and running with
29 Census information. The other thing they had was the Response Outreach Area Mapper which
30 provided a listing of response rates. It provided demographic information to the public. The data
31 dissemination was free. The three big things from the presentation were the money that was
32 determined by the Census, the security of the information, and the good feeling from being part
33 of it. Everyone's response counted.
34

35 Chairman Keller asked if there was a progress tracker for the community.
36

37 Mr. Perrin stated that there was a tracker once the Census was over.
38

39 Chairman Keller stated that it was important to know while the Census was happening so that
40 they could help with responses in areas that were falling behind.
41

42 Mr. Perrin stated that he would get back to him about that.
43

44 Chairman Keller stated that the support committees should know how much they needed to run
45 around. They would put the information on the Town's website too.
46

1 Mr. Perrin stated that he would leave a copy of the presentation and some materials.

2
3 Keller stated thank you.

4
5 Mr. Perrin stated thank you.

6
7 **4. Authorize Conservation Commission to Accept \$1,000 Donation from Edward Hawkins**

8 Manager Dillon stated that the packet had a memo from the Community Development
9 Coordinator.

10
11 Karri Makinen, Community Development Coordinator, stated that this was an annual donation
12 from Mr. Edwin Hawkins which went towards conservation efforts in Salem.

13
14 **MOTION:** by Selectman Bryant

15 *Move in accordance with RSA 36-A:4 that the Board of Selectmen accept a donation in the*
16 *amount of \$1,000 from Edward Hawkins on behalf of the Conservation Commission; and*
17 *further that such donation to be placed in the Conservation Fund.*

18 **SECOND:** by Selectwoman Withrow

19 **VOTE:** 4-0-0

20 **The motion passed unanimously.**

21
22 Chairman Keller thanked Mr. Hawkins for his support.

23
24 Ruth Tanner, Conservation Commission Chairman, stated that the Conservation Commission
25 wanted to thank Mr. Hawkins as well.

26
27 **5. Municipal Services Department – Update on Depot Intersection Project**

28 Manager Dillon stated that the packet had a memo from the Engineering Director. The Board had
29 asked for an update.

30
31 Selectman Lyons stated that there was historical record of traffic issues in the Depot area from
32 100 years ago.

33
34 Roy Sorenson, Municipal Services Director, introduced the speakers.

35
36 Dan Hudson, Engineering Director, stated that they would get an update tonight. The project was
37 to address operational deficiencies and safety issues within the Depot Intersection. The project
38 need was due to high levels of congestion and the intersection having the highest crash rate in
39 Salem. The project was to put in dedicated left turn lanes and address crashes. It was a
40 challenging intersection to work with.

41
42 Greg Bakos, VHB, traffic consultant, stated that the plan to address the deficiencies was to widen
43 28 to include exclusive left turn lanes and a striped median. They would not have opposing turns
44 like the current intersection did. It would have new traffic signals. The road would be
45 rehabilitated and the sidewalks would be reconstructed. They would also signalize the future Rail
46 Trail Corridor crossing to make the crossing safer. He gave an overview of the plan which

1 involved 2,000 feet for the approaches on 28. The Main Street approaches were shorter. The red
2 properties were being removed and the blue buildings were future building developments.

3
4 Manager Dillon stated that the file was very large so it was taking some time to load.

5
6 Mr. Bakos presented a close-up version of the file to show the improvements. The widening was
7 being done on the west side of 28 which resulted in buildings being taken and demolished. It
8 would just be a striped median. A mast arm would control the approaches to stop traffic for the
9 Rail Trail Crossing. They were not adding lanes on the Main Street sides but were improving the
10 approaches. The right turn onto 28 by the Sunoco would be improved. The Sunoco site would be
11 redeveloped and they would modify the access to the parcel. He covered the Sal's development
12 where the parking would be in the back instead of the front. This plan did not show the ring
13 roads which might alleviate traffic from the intersection. They were looking to replace sidewalks
14 on the east side. There was a possibility of the utilities going underground in the future which
15 would be a positive.

16
17 Selectman Lyons asked about the Rail Trail crosswalk.

18
19 Mr. Bakos spoke about the crossing signalization and signage being done as part of this. The Rail
20 Trail already went to Main Street.

21
22 Selectman Lyons asked how the sidewalks tied in with the Sidewalk Master Plan.

23
24 Mr. Hudson stated that he did not know. He covered where the sidewalk would go on the west
25 side.

26
27 Selectman Lyons asked if they were doing anything to the sidewalk on the east side.

28
29 Mr. Hudson answered yes. It would be reconstructed and they would also address the drainage.

30
31 Selectman Lyons stated that they were relying on the ring roads to reduce the traffic in the
32 Depot. He asked if the connection through the Tuscan was a private road.

33
34 Mr. Hudson answered yes.

35
36 Selectman Lyons asked if they had an agreement in place to prevent the road from being closed.

37
38 Mr. Hudson stated that he would have to look at the agreements. They had detoured traffic
39 through there previously.

40
41 Selectman Lyons stated that he was concerned about the future access.

42
43 Mr. Hudson stated that they had access rights for the water and sewer utilities.

44
45 C.R. Willeke, NHDOT, stated that he had an update on the property acquisition. It was a hybrid
46 project. The State was the lead on the project and the Town was doing the project design. He

1 stated that they had acquired all seven properties that were being taken. They had settled on
2 values for five properties and two were at the BTLA. There would be a little more time on those
3 two being completed. There were properties where they needed easements and those were 70%
4 complete. All but two businesses had new locations. The last two businesses should be out this
5 month. There were three Town parcels that had some impacts. He had hoped to have the
6 appraisals to present to the Board but they were not done. There were a couple of options which
7 included donating or sharing the right-of-way costs. The Sal development was working with
8 them on the northwest side of 28. They were working with the Sunoco station.

9
10 Chairman Keller asked about the timeline.

11
12 Mr. Hudson stated that he would go through the utility coordination and then hit the timeline.
13 Liberties Utilities was going underground with their lines. They would need to look at the street
14 light poles as well. The other utilities were contacted and would need separate underground lines.
15 They were doing the final environmental assessments of the buildings and the parcels that were
16 purchased. They were hoping to do an advance demo contract but the demolition may have to be
17 done with construction contract. The target date to put out a request for construction bids was
18 May 2020. FHWA had given an extension to September 15, 2020 at the latest for the project to
19 start.

20
21 Mr. Willeke stated that the Federal Highway approval was running out of time to go out to bid or
22 they would have to pay back the funds. The DOT started the process back in the 1990's. The
23 FHWA was pushing for it to be done. The DOT did not want to have to pay back the funds that
24 had already been spent from the FHWA.

25
26 Chairman Keller asked what the prerequisites were for meeting that timeline.

27
28 Mr. Willeke stated that they were on target for the property acquisition, the right-of-ways, and
29 the design. They had concerns about the utilities coordination and the environmental
30 contamination.

31
32 Chairman Keller offered to help with the utilities coordination.

33
34 Mr. Willeke stated that the DOT would take the Town up on that offer.

35
36 Chairman Keller stated that they should have that conversation. He thanked them for coming in.

37
38 Mr. Hudson stated that was the end of the presentation.

39
40 Chairman Keller asked when the shovels would hit the ground.

41
42 Mr. Hudson stated that it would be a few months after the ads went out so June or July of next
43 year.

44
45 Chairman Keller asked about project duration.

1 Mr. Hudson stated that it would take about a year so it would not be complete by the end of next
2 year.

3
4 Chairman Keller asked about being okay for Black Friday 2021.

5
6 Mr. Hudson stated that they would aim for Black Friday 2020.

7
8 Chairman Keller stated thank you. If they needed help, let them know.

9
10 **6. Public Hearing – Accept \$302,806.05 in Unrestricted State Municipal Aid**

11 Chairman Keller opened the Public Hearing at 7:47 PM.

12
13 Manager Dillon stated that the packet had a memo from the Finance Director about the State
14 contribution. It was discussed at the last meeting. They posted the Public Hearing for this
15 meeting to accept the check.

16
17 Chairman Keller asked for public comment. There was none.

18
19 Chairman Keller closed the Public Hearing at 7:48 PM

20
21 **MOTION:** by Selectman Bryant

22 *Move in accordance with RSA 31:95(b) that the Board of Selectmen accepts \$302,806.05 in*
23 *unrestricted Municipal Aid from the State of New Hampshire; and further to use the funding*
24 *for the following projects:*

- 25 1. *Purchase 1 six wheel dump truck in the amount of \$190,000,*
- 26 2. *Fund the new access road at the transfer station and install a camera. The total cost of*
27 *the project is \$120,000 with a revenue offset of \$75,000 from Zone 3 traffic impact fees*
28 *for a net impact/funding required of \$45,000,*
- 29 3. *Purchase a Chevy Tahoe 4x4 for the Fire Department for \$60,469,*
- 30 4. *Purchase the CrewSense software for the Fire Department for \$6,800.*

31 **SECOND:** by Selectman Lyons

32
33 Selectwoman Withrow explained that she was opposed to the method of funding these items not
34 the items themselves so her vote was not against the items being funded.

35
36 **VOTE:** 3-1-0 with Selectwoman Withrow opposed.

37 **The motion passed.**

38
39 **MOTION:** by Selectman Bryant

40 *Move that the Board of Selectmen vote to recommend to the Budget Committee via the*
41 *Selectmen's representative to modify the following line items in the 2020 General Fund*
42 *budget:*

- 43 1. *Decrease GF-80100-4729 "DPW Equipment" by \$190,000*
- 44 2. *Decrease GF-80100-4773 "Road Construction" by \$120,000*
- 45 3. *Decrease GF-10000-3780 "Interfund Transfer" by \$75,000*

46 **SECOND:** by Selectman Lyons

1 **VOTE:** 3-1-0 with Selectwoman Withrow opposed.

2 **The motion passed.**

3
4 **MOTION:** by Selectman Bryant

5 *Move that the Board of Selectmen vote to recommend to the Budget Committee via the*
6 *Selectmen's representative to increase the 2020 General Fund revenue budget line item GF-*
7 *10000-3215 "Other Governmental Revenue" by \$302,806.05.*

8 **SECOND:** by Selectman Lyons

9 **VOTE:** 3-1-0 with Selectwoman Withrow opposed.

10 **The motion passed.**

11
12 **7. Finance Department –**

- 13 • **Update on Water & Sewer Funds**
- 14 • **Discussion on Administrative Fee**

15 Manager Dillon stated that the Board had asked to discuss the Water and Sewer Funds and the
16 administrative fee.

17
18 Nicole McGee, Finance Director, stated that she had two presentations. She started with the
19 Water Fund information. The current rate was \$3.55 per 100 Cubic Feet and the 2020 rate would
20 be \$3.65. There was an increase of 95 water accounts this year bringing the total to 7,996. They
21 were trending similar usage this year as last year. Water sales was the main funding source but
22 there were other revenues such as meter sales that contributed. Ms. McGee stated that the net
23 gain in 2018 was \$721,856. The 2019 projection was a net gain of \$251,060. In 2020 they would
24 start selling water to HAWC and Windham around July. They would have a net loss of \$210,717
25 based on the projected costs and revenues. The Fund Balance would still remain within the fund
26 balance policy. There was a potential Warrant Article for extending water service to the West
27 Duston Road area. This would change the projection to a net loss of \$960,717. The sewer portion
28 would have to be bonded. If funded by the Water Fund, the fund balance would still be within
29 the fund balance policy. She gave the projections for the out years 2021 to 2023 which had net
30 gains of between \$300,000 and \$400,000 each year. The DBA projections estimated that the
31 Town would receive \$195,000 to \$200,000 annually over the next few years. The DBA could be
32 paid for in a lump sum which would change the estimate. The funds would be used towards the
33 bond payments for the South Broadway SRF Loan. Ms. McGee did not anticipate raising water
34 rates at this point. She then moved on to the Sewer Fund. The Sewer rate was \$4.65 currently
35 and would increase to \$4.85 for 2020. There were 4,919 sewer accounts. Revenues were mainly
36 from sewer sales (84%) with some other revenues. The sewer had a net gain of \$288,524 in 2018
37 for the first time in several years. In 2019, the fund was projected to have a slight loss of
38 \$60,624. 2020 would also have a loss of \$103,947. In 2021 they would have a net game of
39 \$143,798 and a gain of \$73,026. In 2023, the fund would have an \$8,000 net loss.

40
41 Chairman Keller asked what led to the changes in the fund having a loss or gain.

42
43 Ms. McGee answered the reason was there were capital projects in 2019 and 2020 but the outer
44 years did not have any capital projects.

45
46 Selectman Lyons asked about the fund balance policy.

1 Ms. McGee answered that they had not been within the policy. They would be within the
2 guidelines at the end of this year but not the end of next year.

3
4 Selectman Lyons asked about water fund balance.

5
6 Ms. McGee stated that the Water Fund was okay.

7
8 Selectman Lyons asked how far within the financial management policy there were on the water
9 side.

10
11 Ms. McGee answered that they were looking at \$1.2 million although the Warrant Article would
12 bring it down to \$500,000.

13
14 Selectman Lyons stated that they might as well bond the water and sewer portions of the West
15 Duston Project. He would propose adjusting rates to raise the sewer rate and lower the water rate
16 so that the net cost was the same but more of the money went to the sewer fund.

17
18 McGee stated that her concern was that they had not been spending money on the water master
19 plan improvements in recent years. That contributed to the fund balance increase on the water
20 side. If they went back to making those improvements the fund balance would be an issue.

21
22 Selectman Lyons stated that when the Town proposed a new project, they should not have the
23 money to do the project already. The proposal should show a rate impact.

24
25 Ms. McGee stated that the water system improvements had been included in the Water Fund
26 Budget in the past.

27
28 Selectman Lyons stated okay.

29
30 Chairman Keller stated that it would be helpful to take a look at the five to ten year buildout plan
31 for the water system and what projects Municipal Services expected to do. Then align that with
32 the fund balance to see how it was.

33
34 Selectman Lyons stated that he did not know about that because they were \$1 million to the
35 positive on water and skating by on the sewer.

36
37 Selectman Bryant asked if the I&I work had reduced the costs for the sewer.

38
39 Ms. McGee stated that they would see some reductions although new development would
40 increase the usage.

41
42 Selectman Bryant asked if they were still dewatering and sending street water to the GLSD.

43
44 Mr. Sorenson stated that they were still dewatering because of the culvert work. They would see
45 reduced flows from I&I. There was more flow from businesses now but that had revenue coming
46 in.

1 Selectman Lyons asked about paying the West Duston water through fund balance.

2
3 Ms. McGee stated that they had the money to pay for it in cash or they could bond it.

4
5 Selectman Lyons stated that they could bond the water portion. He stated that they could adjust
6 the rates by lowering the water and raising the sewer rate to bring financial stability to the Sewer
7 Fund.

8
9 Chairman Keller stated that they still had to pay for the bond. The Finance Director could have
10 three options when she came back and financial projections on the impacts for the Board to
11 consider.

12
13 Ms. McGee stated that she could do that.

14
15 Chairman Keller stated to go ahead with DBA.

16
17 Ms. McGee stated that they were expecting between \$350,000 to \$500,000 in Sewer DBA. The
18 DBA was being applied toward paying off the South Broadway project. The Sewer Fund was
19 close to the line on the fiscal management policy. Funding sources would need to be considered
20 carefully when sewer projects were proposed in the future.

21
22 Chairman Keller asked if the DBA had a formula that used an old cost baseline for the
23 calculation.

24
25 Ms. McGee stated that there had not been a change in the rate since the DBA was created.

26
27 Chairman Keller stated that the baseline had not kept up with inflation. He suspected that it was
28 60 to 70% of what it should be if inflation was factored. He asked about the method to update it.

29
30 Manager Dillon stated that they would look into that and get back to the Board.

31
32 Chairman Keller stated that if the DBA did not cover what it needed to then it should be
33 reviewed.

34
35 Ms. McGee stated that the next thing covered was the Admin Fee. They charged an admin fee
36 which was \$5.80 total and shown as \$2.90 for water and \$2.90 for sewer if people had both.
37 Residential customers were billed quarterly and paid \$23.20 per year. Commercial accounts were
38 billed monthly and paid \$69.60 per year. The administrative fee was last modified in 1994. It had
39 been higher before that. There was a study done from 2017 to 2018 which surveyed 140 water
40 and sewer utilities. The survey found that 93% of water and 89% of wastewater rate structures
41 had admin fees. There was variations on how the fees were set up.

42
43 Chairman Keller asked why they had the admin fee and what the definition was.

44
45 Ms. McGee stated that she did not define it. She stated that the purpose was to have a fixed
46 revenue because they would have fixed costs such as salaries that had to be paid. Some places

1 took the total of the fixed costs and divided them by the number of users in order to determine
2 their admin fee. The admin fee would be very large if they used that method in Salem. Ms.
3 McGee stated that she did not know how the admin fee was decided upon in Salem.

4
5 Chairman Keller stated that it was defined as the time that was spent on entering the bills. It had
6 been promised that the admin fee would go away when the meters were installed by previous
7 Finance Directors. That was the history of the admin fee.

8
9 Ms. McGee gave the revenues from the admin fee for the past three years. The overall total for
10 2018 admin fees was \$213,964 in revenues. There were four rate setting philosophies used with
11 admin fees. The first was that customers should pay a flat rate for access. It disincentivized
12 conservation, Salem had not supported this philosophy and she did not support this option either.
13 The second was that the customer should pay entirely based on consumption which made it hard
14 to predict revenues. The third was that fixed costs should be broken out by the number of
15 accounts with variable costs based on consumption. The final option was to use a mix of the first
16 three philosophies. The common approaches to setting the fee were to include all fixed costs,
17 debt services costs, customer services costs, and/or cap it at a reasonable amount. That was her
18 understanding of the admin fee. If the admin fee was removed then they would have to raise the
19 water rate.

20
21 Selectman Lyons stated that he favored the option that they should remove the admin fee. He felt
22 that they should be careful on how much water they were using. The admin should be tied to
23 something new if it continued because the prior reason was gone. He favored paying based on
24 consumption.

25
26 Chairman Keller stated that a long time ago they did a labor study on the time it took to prepare a
27 utility bill. He asked what the current process was and if a human have to touch the process for
28 the bill's preparation.

29
30 Ms. McGee answered yes.

31
32 Selectman Lyons stated that they had at least one full-time employee on it.

33
34 Ms. McGee stated that they got readings once a day. When they did the bills they looked at usage
35 versus the prior period and looked for issues. That was when they found leaks and unusual
36 changes. They sent out the bills and delinquency notices.

37
38 Chairman Keller stated that he wanted to know what happened so that was why he was asking.

39
40 Ms. McGee stated that it took two to three days to go through the trials before they prepared the
41 bills.

42
43 Chairman Keller stated that it should not have to take a person manually reviewing the usage.
44 They should be able to have it done automatically.

45
46 Ms. McGee stated that the current software could not do that.

1 Chairman Keller stated that he was advocating for it to be automated. He stated that the admin
2 fee was not tied to a cost recovery like it was in planning. It should be tied to a cost recovery if it
3 continued.

4
5 Ms. McGee gave the definition from the Town Code which stated that it included the cost of
6 reading meters, billing, collection, and administrative expenses.

7
8 Selectman Lyons stated that they were not following it now. It was too low. They should get rid
9 of it.

10
11 Chairman Keller stated that he was advocating for cost recovery somewhere whether it was part
12 of the rate or a separate fee. They should follow the Town Code if that was what it said. They
13 would ask for her to come back with how to support the fee with a reason and what it would take
14 to eliminate the admin fee. He asked how long it had been since the meters were done.

15
16 Mr. Sorenson stated that it was six years ago.

17
18 Chairman Keller stated thank you.

19
20 Ms. McGee stated thank you.

21
22 **8. Finance Department – Finalize 2020 Town Wide Fee Schedule**

23 Manager Dillon stated that the fee schedule was adopted. This packet had the numbers for the
24 projections on tipping fees and the revised cemetery fees.

25
26 Chairman Keller asked if it impacted what was presented to the Budget Committee.

27
28 Manager Dillon answered no. That was taken into consideration.

29
30 **MOTION:** by Selectman Bryant

31 *Move to rescind the Board of Selectmen vote of September 30, 2019 to adopt the 2020*
32 *amended fee schedule and adopt the final 2020 fee schedule as presented.*

33 **SECOND:** by Selectwoman Withrow

34 **VOTE:** 4-0-0

35 **The motion passed unanimously.**

36
37 Chairman Keller stated thank you.

38
39 **9. Finance Department - Discussion on 2020 Default Budget**

40 Manager Dillon stated that the packet had a memo on the Default Budget.

41
42 Ms. McGee stated that the final DRA form had not been released yet. It was being presented to
43 the Board for review and adoption. The Default Budget would be officially disclosed at the
44 Public Hearing at the Budget Committee.

1 Chairman Keller asked about the difference between the proposed budget and the operating
2 budget.

3
4 Ms. McGee stated that the proposed Operating Budget was \$52,787,166 while the Default
5 Budget was \$49,120,792. The difference was \$3,666,374.

6
7 Chairman Keller asked for the reason for the gap.

8
9 Ms. McGee stated that it was one time purchases and expenses. She listed some of them like the
10 \$500,000 for extending the water line from the Depot, items for the former WWTP in the sewer
11 budget, two six wheel dump trucks for \$380,000, and the \$200,000 for the Facilities Master Plan.

12
13 Chairman Keller they were spending \$3.6 million on Capital Items.

14
15 Ms. McGee stated that they also could not adjust the Default Budget to reflect contractual things
16 like the hauler fees going up.

17
18 Chairman Keller stated that they needed to learn from the School District.

19
20 Manager Dillon stated that the Legislature further defined how to do Default Budgets a few years
21 ago. He stated that contractual obligations like the Waste Management contract previously had
22 been allowed and now the Town was no longer able to include those fee increases.

23
24 Selectman Lyons stated that they went the other way.

25
26 Manager Dillon stated that it was done to make it more difficult to inflate the Default Budget.

27
28 Chairman Keller stated thank you.

29
30 **10. Municipal Services Department – Update on Route 28 Infrastructure Project**

31 Mr. Sorenson stated that Defilice was at 68% of the contract completed. He had combined the
32 engineering contracts which were at 63% completed. The contract time was at 76% completed.
33 There were some bills to be paid so it was a little more complete. The water and sewer services
34 were done. There was only one hydrant left and that would be installed as part of the culvert
35 work. They were into the culvert area. He updated the trench cut status for the project. They did
36 the work by Millville last week. Mr. Sorenson stated that they had excavated the first 30 feet of
37 the culvert and the old culvert was out. They were dewatering the flow then it would go into the
38 Tuscan stormwater area. The other dewatering from the well points would go into the sewer. The
39 culvert would be removed shortly from the first phase. He stated that they would start with the
40 utilities moving their lines. The culvert was coming in and they were hoping to finish first phase
41 of the installation in early December.

42
43 Selectman Bryant asked if he needed a hard hat to inspect the work.

44
45 Mr. Sorenson stated that it would be necessary if the crews were working. He spoke about the
46 work that was happening. There were two dewatering operations by the culvert.

1 Chairman Keller stated that it was pretty amazing.

2
3 Mr. Sorenson stated that he would have pictures for the next meeting.

4
5 Chairman Keller asked if there was an update on Ermer Road.

6
7 Mr. Sorenson stated that there was not a definitive answer. The State would not commit to doing
8 more than adding the turn lanes.

9
10 Chairman Keller stated that he just did not want to lose sight of it.

11
12 Selectman Bryant asked if there was announcement about Saturday.

13
14 Mr. Sorenson stated that Saturday was Household Hazardous Waste Day at the Public Works
15 Building on Cross Street. They anticipated a large crowd again this year. Municipal Services
16 would have it set up to keep traffic off the main road.

17
18 Chairman Keller stated thank you.

19
20 Mr. Sorenson stated thank you.

21
22 **11. Town Manager's Report/Questions from Board of Selectmen**

23 Manager Dillon stated that there was a Veteran's Day service at 11 AM at the Town Common.
24 Property tax bills should be going out shortly. There was a Battle of Badges blood donation drive
25 on Friday at the Senior Center from 1 to 6 PM. The Police Department would be competing
26 against the Fire Department.

27
28 Selectman Bryant asked if they more success on the Planning Assistant search since they revised
29 the ad.

30
31 Manager Dillon stated that they had been receiving applications. He should have an update
32 tomorrow from Human Resources.

33
34 Selectman Lyons stated that the long-awaited electric plant was running at the GLSD. They were
35 even selling some back power back to the grid because they had net metering.

36
37 Mr. Sorenson gave the hours for the Household Hazardous Waste Day as 8 AM to 1 PM.

38
39 **12. Old Business/Tabled and Pending**

40
41 **13. Additions and/or Requests by Public or Board by Vote:**

42
43 **14. Upcoming Meetings**

- 44
- 45 • November 18, 2019
 - 46 • December 2, 2019
 - December 16, 2019

1 **ADJOURNMENT AT 8:41 P.M.**

2 **MOTION:** by Selectman Bryant

3 *Move to adjourn at 8:41 PM.*

4 **SECOND:** by Selectwoman Withrow

5 **VOTE:** 4-0-0

6 **The motion passed unanimously.**

7

8 Notes/minutes taken by: Jeremiah Lamson

9

10 Approved: Board of Selectmen

11

12 Date Approved: November 18, 2019