

Selectmen's Meeting Minutes  
Monday, November 25, 2019

At the Selectmen's Meeting held on Monday, November 25, 2019 at 6:30 p.m. the following people were in attendance: John Tholl, Peter Corey, and Stanley Holz participated via conference call.

The meeting was called to order at 6:30 p.m. and Chairman Tholl led the Pledge of Allegiance.

The Library Trustees and librarian, Courtney Vashaw attended the meeting to review their 2020 budget request, which is the same as 2019, \$46,825. They hope the money we had allocated for the steps, \$6,000, this year can be rolled over into next year. The step project was not completed in 2019. It is part of the 2019 budget so it will need to be included in the budget for 2020.

The Board met with Rob Larson, Public Works Director to review his 2020 budget requests.

Josh Welch was in attendance re: the Sewer Treatment Plant Budget. Electricity increase is for running the aerators more next year. Testing has an increase due to requirements for DES higher rates of testing for monitoring well deficiencies and sludge deactivation testing. Reduced the pump station repairs line item for anticipated repairs to the Brown Street pump station as part of the Sewer Treatment Plant upgrade project. The generator repair needs to be done, and that will be done in this year's budget. We do need to do a sludge removal to bring down the VOD numbers down, and that is going to be \$100,000 to do it. He is proposing we set it aside or do it as a warrant article. After 2020, we shouldn't have to do sludge removal at all. Is this something we need to do before we have the dewatering system up and running? Rob said it is something we should have done a couple of months ago. We need to do a de-sludge in the next 90 days. Josh said it won't get rid of all the sludge in #1, but it will make it so it will help them get by until the new plant is up and running. It will be put in dewatering bags and then we get put it the new dewatering system. We are starting construction this week on the new facility. We want to try to get by as best we can. The \$100,000 will need to be added to the sewer treatment plant budget for 2020. We probably should have a budget number to cover a new employee for four or five months because there will be overlap with the Welch's. Peter recommends we add a full-time employee in the budget from August to December. We will look into what a Grade 3 Operator should be paid. Rob thought we could get a Class I operator who is working towards their Class 3 operator. Josh said for a Grade 1 operator it would be a long time for someone to get their Grade 3 license. Ideally we need a Grade 3 operator to run the plant. The new plant will require 2 ½ employees per Mr. Larson. You need a licensed back-up operator, and DES will guide us in those decisions as well.

Nate St. Cyr was in attendance for discussion on the Highway budget. Rob said we have a lot going on with the highway budget in conjunction with our water and sewer treatment plant projects. He is asking for 4% increases for salaries across the board. Rob said training is up, as we need to get more people trained on the grader and excavator. Garage heating oil went up \$1000 in anticipation of fuel & oil price increases. He got a contract with Stiles for heating oil until May. The garage doors need to be repaired so we don't lose as much heat. He increased the vehicle maintenance and repair line item by \$3,000. We need some work on Maple Street and Huron Street that may require engineering thus an increase in the engineering line item. There is money added for \$3,500 for sidewalk maintenance and repair for the problem on Union Street with water run-off. We are working with DOT on a plan to fix this. Salt budget is increased by \$5,000 because the price has gone up and cost to get it here has gone up. Sand and gravel, \$2,000 increase and that is for sand on the road for snow and ice. Added \$2,500 for culverts

because there are 10 culverts that have to be replaced asap. That covers the actual culvert cost. Capital equipment has an additional \$5,000 because we need a jack hammer and air compressor. We have all the sewer manholes, 16 of them, that have to be rebuilt—at least 10 on Brown Street. They are caving in. Nate said a jack-hammer would be used for lots of projects the highway department does. Street sweeping increased by \$1500, for a new rate being charged for that service. Added \$300 for hazard tree removal, as we do remove trees. Peter said there are pretty large trees threatening the roadways so might it be wise to get after those things that haven't been touched for years. Peter said it would be fine with him if that line item increased. Nate St. Cyr said the pay rate increases will help us attract applicants with higher qualifications for the open positions, which recently have been difficult to fill.

Rob reviewed his Capital Reserve Funding request for 2020. Rob has applied for a grant through the clean air grant for a new truck—they will pay 42% of the truck. A truck with plow, wing, sander is about \$232,000. He is asking \$150,000 after the grant to pay for the truck. Rob said he should have an answer on the grant before January 1<sup>st</sup>. This new truck would replace the 1997 truck. You cannot sell the old truck, the engine has to be destroyed and the chassis frame has to be cut in half. Kind of like the cash for clunker program. Rob thought it was a good opportunity. Capital Equipment - \$30,000 to cover a new sealer and hot box. We don't have the means to make repairs and we have a lot of catch basin repairs and that will require new pavement around those and we can do it ourselves if we have a hot box and also do repairs. It is a more permanent repair in the winter months.

Rob has money set aside for \$295,000 for Road Projects:

Parker Road - \$175,000

Finish Kimball Hill Road: \$120,000

and possibly resurface Otis & Huron Street

Peter thinks Parker & Kimball Hill Road should be split up as two warrant articles. The voters can decide. Peter said there is no harm putting it in as a warrant article. The voters will decide.

Rob has a 10-year road plan he will get to the Board members.

Rob has an article for \$50,000 for sidewalk repair projects. Peter said we haven't done any sidewalks and we have told people we were going to repair sidewalks. Peter said if we are going to ask for sidewalk money this year then we need to get something done. Rob said he would suggest that we take the money we have in the sidewalk project capital reserve fund and do Highland Street in 2020.

Jim Gooden attended the meeting to review the transfer station budget. Rob would like to hire another full-time transfer station employee. This is not in the current budget. We are really short with the current 1 ½ people. Rob would like to hire another full-time person. Right now with the income versus out flow we can, if we agree to take other town's trash, increase our income dramatically. If you look at televisions, demo waste, refrigerators, all those items we make money on. Recyclables are up and down based on the market. If he had another person we could remove some of those recyclables. Most of it is volume based, so if you don't have enough of it, they won't talk to us. We don't make a profit from what we do. He would like to allow Dalton, Jefferson, and Twin Mountain to participate with the Town of Whitefield. They all use Casella and the place in Bethlehem, which is closing soon, and Whitefield goes to Mt. Carberry. Rob thinks we can take those towns materials and actually make money. We would have to change the permit process. DES told Rob it is not a big deal to change your permit process. We will need to add to the budget full-time benefits as well if a full-time person is hired.

Stanley thinks it is a concept worth exploring. Peter said he would like to see the transfer station open five days a week. Peter thinks we should separate the metals. We need manpower to be able to do that. Rob said we can't focus on one item. Jim Gooden said what we make on plastics and some of these other commodities we make 3 cents a pound on plastic. We bail the plastics. Right now Jim said that there are 16-17 bales on hand that he is trying to get rid of. He has 40 boxes of mixed paper we can't get rid of. There is too much of the stuff and no demand. Mr. Larson said that the transfer station is a commodity driven facility that does not make money, and it should. We are fortunate as we are in Mt. Carberry—those other towns are not. Jim Gooden said that the more stuff you bring in the more help you need. We have one baler and a facility with no heat. The current projected transfer station budget is up \$5,006. We will need to add in the cost of a full-time employee with benefits.

Rob said that UNH is doing their presentation tomorrow for the zero-waste proposal, which he will be attending in Durham.

Rob would like a new baler for \$20,000. There is no money for this in a capital reserve account.

Rob reviewed the Water Department budget. Increase in the phone for the SCADA system, \$500. Outside Labor is increasing by \$3,000. Water equipment hire is the for the excavator lease. We are hoping for an increase in the electricity budget. Water testing has increase of \$500, extra testing for water projects requirements. There is a new state required water testing requirement as well. Increase in the Water Main Replacement line item of \$3,900. Added \$1000 for water truck repairs. Water well maintenance an increase of \$5,000.

There is a new line item for water meter testing that includes a test bench for \$2,000 that is required for DES to test a water meter. The new style water meters have to be tested every 5 years. Rob is working with Ti-Sales to see what the power requirements are for this test.

Another line item is a water generator PM program and in order to do the preventive maintenance for the 7 generators for the water department.

Rob would like to have Ethan move full-time to the water department sometime in 2020 because we are going to be required to do meter readings quarterly and eventually it will be monthly. We can do meter readings in about three days. He would like to remove the responsibility of the billing process from Joyce to the Water Department. The billing process could be handled by the Water Department. We have to get our leakage down to under 15% or unmetered water will be part of that. He needs two people in the Water Department to accomplish this. Joyce has asked for a five-year extension on the quarterly billing.

Rob said that we also need to set some money aside for water main replacement and water tank replacement. We will check to see how to set up Capital Reserve funds for the water department paid for by the water users. Peter said that we have also talked about meter pits at the beginning of those private water lines. We should start doing that in the coming year.

A motion was made by Peter Corey to approve the November 18<sup>th</sup> Selectmen's Meeting Minutes. The motion was seconded by Stanley Holz. All in favor, 3-0. (Corey: Yes; Tholl: Yes; Holz: Yes). Motion passed.

A motion was made by Peter Corey to enter non-public session at 8:30 p.m., motion seconded by Stanley Holz, pursuant to NH RSA 91-A:3, II (b) the hiring of any person as a public employee. Roll call to enter non-public session: Holz: Yes; Tholl: Yes; Corey: Yes. All in favor, 3-0. Motion passed.

The Board adjourned from non-public session at 8:40 p.m.

Mr. Larson raised concerns about the number of unregistered vehicles parked at the Triangle Dairy Bar property. He recommended that the Board of Selectmen take action. Stanley Holz pointed out that the Planning Board needs to cite the violation and the Selectmen would enforce any action if the matter was not taken care of. After discussion, Peter Corey agreed to bring the matter up to the Whitefield Planning Board at their next meeting.”

The meeting adjourned at 8:40 p.m.