



Town of Antrim
Select Board Meeting Minutes
October 24, 2022
6:00 PM

Board Members Present: John Robertson, Chairman, Michael Ott, Selectman, Donna Hanson, Selectman

Staff Present: Town Administrator, Russell McAllister.

Others Present: See Attached

Approval of Minutes

Mr. Ott made the motion to approve the September 26th meeting minutes. Ms. Hanson seconded the motion. Mr. Robertson abstained due to his absence at that meeting. The vote was approved and so moved.

Mulhall Farm Road – Lisa Joly

Cancelled. Not in Attendance.

Fire Budget

Fire Chief Marshall Gale briefed the Board on the proposed Fire Department, Ambulance, and Emergency Management Budgets for 2023 (see attached). Chief Gale explained that he had managed to keep the Fire and EM budgets flat. He expressed concern over the fuel budget. Given that activity for emergency services is event driven it is difficult to predict fuel costs. Chief Gale also noted that he expects a record number of ambulance calls this year. The ambulance budget, which is a revolving account and therefore self-funding, increased 7%, or \$10,950 largely due to increases in wages, dispatch, and fuel costs.

Solar Presentation – Revision Energy

Dan Weeks and Jude Nuru, representatives from Revision Energy, briefed a proposal to install solar panels (1372) at the wastewater treatment facility. The size of the installation is based on the combined total electrical usage of town buildings. The facility is expected to generate approximately 833,725 kWh. The installation costs are borne by the investor and under the power purchasing agreement (PPA) the Town agrees to pay .11cents per kWh of the electricity produced by the solar array. This kWh cost is less than the Eversource rate of .1767. The difference between the two rates is the savings to the Town. In year six the Town can purchase the solar facility. The calculation presented to the Board shows the purchase cost of \$1,134,430 in year 10 of the agreement. The Board acknowledged that raising that amount of money for a buyout is problematic. Mr. Ott agreed and noted that under that purchase scenario the return on investment would take about 12 years. Matt Miller, Superintendent of Antrim Water and Sewer, explained that the DES may have a program, as part of the recent energy audit concluded by water & sewer, that may recommend solar as part of an upgrade. That recommendation may well make Antrim eligible for a 50% grant to install solar. Also, under the new net metering rules, municipalities are now eligible for the 30% tax credit. This will reduce the return-on-investment timeframe to 4 or five years.

Recreation Budget

Recreation Director Celeste Lunetta briefed the proposed 2023 budget by noting that there was an increase in wages (see attached). Ms. Lunetta along with the Recreation Commission is proposing to increase the Director's hours from 27 to 35 making the position fulltime. Other wage increases were for the assistant director, and beach lifeguards. Ms. Lunette explained that there are no longer people available to volunteer as team coaches yet the demand for the team sports has increased. So, the programs are doing well, but they now require paid more paid hours to provide the necessary supervision and coaching. Mr. Ott spoke to the correlation between increased wages and an increase in the level of service via the number of programs available to all age groups including increases in program revenues. Other discussion concerning Home and Harvest ensued. Of particular concern for Board members is that the event is not a Town event, but that the Town collects money on behalf of Home and Harvest and does the bookkeeping for the event.

Meetings Attended

Mr. Robertson, no meetings. Ms. Hanson attended a planning board meeting where they reviewed the proposed Giffin sub-division along with zoning ordinance changes. Mr. Ott attended a Parks and Rec meeting where they discussed Home and Harvest along with bus trips and refinishing the gym floor.

Town Administrator Update

Building Permit - Class VI Road

The TA presented a building permit request from Mark Brooks to build on a Class VI Road. The Board reviewed the property card and signed the Class VI Waiver. Mr. Ott made the motion to approve the building permit request. Ms. Hanson seconded the motion. The vote was unanimous and so moved.

Gregg Lake Beach Park Grant

The Board reviewed the Department of Natural and Cultural Resources grant agreement. Mr. Ott made the motion to approve the grant agreement with DNCR and to authorize the Town Administrator to sign associated grant documents. Ms. Hanson seconded the motion. The vote was unanimous and so moved.

Request for Disbursement – State Revolving Fund

The Board reviewed the request for disbursement in the amount of \$12,757.76 from the drinking water state revolving fund for work and engineering services associated with the new well. Mr. Ott made the motion to approve the disbursement request as presented. Ms. Hanson seconded the motion. The vote was unanimous and so moved.

Property Tax Payment Plan / Tax Deeding

The Board reviewed properties subject to deeding for non-payment of taxes. While there are multiple properties there are only three owners. One of the properties is crafting a payment plan and made a payment. Another property owner is looking to make a payment on Tuesday and craft a payment plan for the property with the house. The third party did not respond to regular and certified letters over the last 60 days. Ms. Hanson made the motion to deed the pond road property located on map/lot 220-007 noting that it is a land only parcel. Mr. Ott seconded the motion. The

vote was unanimous and so moved. The Board determined that the other two property owners would be given 10 business days within which to supply the necessary financial information along with a payment plan.

Discretionary Preservation Easement

The Board reviewed a discretionary preservation easement associated with a shed located at 32 Fox Run Rd. Based on the assessor's recommendation of the structure's ineligibility Ms. Hanson made the motion to deny the easement. Mr. Ott seconded the motion. The vote was unanimous and so moved.

MS-1

The Board reviewed and signed the MS-1 (statement of valuation).

Cyber Incident Response Policy

The TA briefed the Board on the policy explaining that having such a policy in place provided a response guideline when confronted by a cyber security incident. Having such a policy is a requirement of the Town's insurer and allows the town to continue to be eligible for a premium discount. Mr. Ott made the motion to adopt the cyber security policy. Ms. Hanson seconded the motion. The vote was unanimous and so moved.

Other Business

Planning Board Chair and Vice Chair, Mark Murdough and John Anderson addressed the Board relative to zoning ordinance changes. Specifically, they spoke to a new subdivision requirement to install fire protection – cistern or pond if available. The cost would be proportional depending on how many adjacent houses, not in the subdivision, were likely to benefit. The Board agreed to have Fire Chief Gale provide feedback.

Non-Public Session

Ms. Hanson made the motion to convene in non-public session under RSA 91-A:3 II (a) to discuss employee performance. Mr. Ott seconded the motion. The vote was unanimous and so moved. Roll call vote; Mike Ott, yes; Donna Hanson, yes; John Robertson, yes.

The Board convened in non-public session at approximately 2022.

The Board reconvened in public session at 2105

Adjourn

There being no further business Mr. Ott made the motion to adjourn. Ms. Hanson seconded the motion. The vote was unanimous and so moved. The meeting adjourned at 2105.

Respectfully submitted,

/s/ Russell McAllister

ANTRIM FIRE DEPARTMENT 2023 PROPOSED BUDGET ACCOUNT #4290

This budget supports 6 vehicles, 18 personnel, training and all the hard resources needed to effectively operate the department to provide the best emergency services possible to the community.

Our proposed budget for 2023 will be flat with only changes in line items to bring them closer to actual cost. With the volatile prices of fuel, we have increased the vehicle fuel line item. We anticipate that the heating fuel budget was already high enough to absorb the price increase. This budget is also driven by the number of calls for service and can be difficult to predict.

In 2023 we will need to replace the 1993 Engine 1 freightliner to maintain at least one newer piece of apparatus. The volatility of this market is going to be difficult as well with substantial price increases and availability of trucks. Being able to write the warrant article for 2023 for the capital reserve fund to be able to purchase a demo or used truck could be very cost effective for the town.

**Marshall W Gale
Chief of Department**

Antrim Emergency management 2023 proposed budget Account #4290

The proposed budget for 2023 will remain flat. We completed our LEOP and Hazard Mitigation plans this year and will be good for the next 5 years. We also obtained updated, large up to date infrastructure maps of the town for each department. Covid is still active and will never completely go away, but the severity of the illness is now much less with the new variant's and availability of vaccines. With the acquisition of the Military truck by the fire dept for a new wildland fire vehicle, we plan to update it with equipment to make it an all hazards response vehicle. This could include weather events, trees and wires calls, and evacuations etc.

I will be participating in a drill with Eversource this fall in the event of a lengthy and widespread power outage.

Marshall W Gale
Emergency Management Director
Town Health Officer

ANTRIM AMBULANCE 2023 PROPOSED BUDGET ACCOUNT #4290

At this time the ambulance revolving fund is very solvent with income from billing only. In the future with reductions in revenues from insurance companies, some funding from taxation may be needed to operate the service. Actual revenues received from allowed amounts for billing are between 55-60%. Non-transport which includes lift assists needs to be accounted for as well because there still are personnel and vehicle cost and they can not be billed. We are also exploring the option that if we treat on scene and the patient refuses transport that we can still bill a set fee which is allowable. We are now being advised that the delivery of the new ambulance will now be late 2023. The 2024 budget will reflect the first lease payment for the ambulance which will be in January 2024.

We are seeing an increase in the 2023 operating budget for several reasons. The salary line item was increased due to increases in call volume and length of time that transports to Concord hospital are taking. With the volatile fuel situation, the fuel line item was also increased. This budget can be difficult to budget for, as we never know what the number of calls for service will be in a given year. We were very fortunate to gain some new EMT'S who have daytime availability, which can be the most difficult time to have adequate call staff. Nobody has a crystal ball, but in the not to near future, per-diem daytime staffing Monday-Friday may very well be needed to provide service. Its not if this will happen, but when and the revolving fund solely will not support this.

2021 total calls for service-393

Antrim- 261

Bennington-117

Mutual Aid-15

2022 calls for service as of 9/20/22 315

Antrim-191

Bennington-105

Mutual Aid-19

**Marshall W Gale
Chief of Department**

**Sherry A Miller
EMS Deputy Chief**

Fire Department					
Account Number	Account Description	Budget 2022	Proposed 2023	\$ Difference	% Difference
01-4220-01-621	FD Grant Expenses	500.00	500.00	-	0.00%
01-4220-02-110	FD Salaries	43,000.00	43,000.00	-	0.00%
01-4220-02-341	FD Telephone/Cell	2,000.00	1,800.00	(200.00)	-10.00%
01-4220-02-391	FD Dispatch	17,000.00	17,700.00	700.00	4.12%
01-4220-02-392	FD Training/Physicals	4,000.00	3,500.00	(500.00)	-12.50%
01-4220-02-411	FD Oil & Propane	5,500.00	5,500.00	-	0.00%
01-4220-02-610	FD Supplies & Equipment	18,000.00	18,000.00	-	0.00%
01-4220-02-631	FD Radio Repairs	1,500.00	1,000.00	(500.00)	-33.33%
01-4220-02-635	FD Fuel	1,100.00	1,600.00	500.00	45.45%
01-4220-02-660	FD Vehicle Repairs	13,500.00	13,500.00	-	0.00%
01-4220-02-681	FD Uniforms	1,000.00	1,000.00	-	0.00%
01-4220-02-890	FD Misc.	1,000.00	1,000.00	-	0.00%
	Total	108,100.00	108,100.00	-	0.00%

Emergency Management		Budget 2022	Proposed 2023	\$ Increase	
01-4920-01-887	Salaries	3,500	3,500	-	0.00%
01-4290-04-610	Training & Supplies	1,000	1,000	-	0.00%
	Health/Covid	1,000	1,000	-	0.00%
	Total	5,500	5,500	-	0.00%

Ambulance		Budget 2022	Proposed 2023	\$ Increase	
10-4215-02-110	Salaries	70,000.00	85,000.00	15,000.00	21.43%
10-4215-02-341	Telephone/Cell	2,400.00	2,400.00	-	0.00%
10-4215-02-391	Dispatch	18,000.00	18,750.00	750.00	4.17%
10-4215-02-392	Training	7,000.00	7,000.00	-	0.00%
10-4215-02-411	Heating Oil	1,500.00	1,500.00	-	0.00%
10-4215-02-610	Supplies/Postage	10,000.00	10,000.00	-	0.00%
10-4215-02-615	Oxygen	1,700.00	1,700.00	-	0.00%
10-4215-02-622	Equipment	10,000.00	4,500.00	(5,500.00)	-55.00%
10-4215-02-631	Radio Repair	2,000.00	1,000.00	(1,000.00)	-50.00%
10-4215-02-635	Fuel	2,800.00	6,000.00	3,200.00	114.29%
10-4215-02-660	Vehicle Repair	10,000.00	10,000.00	-	0.00%

10-4215-02-681	Uniforms	1,000.00	1,000.00	-	0.00%
10-4215-02-705	Billing Service	15,000.00	15,000.00	-	0.00%
10-4215-02-822	Lease	-	-	-	0.00%
10-4215-02-860	Medic	1,250.00	1,250.00	-	0.00%
10-4215-02-890	Misc	2,500.00	1,000.00	(1,500.00)	-60.00%
	Total	155,150.00	166,100.00	10,950.00	7.06%
	FICA / MEDI	5,334.00	6,477.00		

01-4520-01-110:PKS Salaries

This line item covers the Recreation Director and the Recreation Department Assistant.

Currently, the budgeted hours are 27 per week for the director, and 16 per week for the assistant.

The current director is entering her 23rd year with the town, and the current assistant is entering her 4th year. The budget request for 2023 is asking for a substantial investment into the department structure, by moving the director position to 35 hours per week. This move is, in good part, to plan for the future of the department.

Additionally, budgeting for the assistant to be 16 hours at \$18 per hour. The assistant position is part time, with no benefits. The amount included in the budget request is just for wages, doesn't include employment taxes.

01-4520-01-341: Utilities:

This line item covers electricity at Shea Field, Gregg Lake Beach. I have included an increase to reflect current trends in supply costs. As a department, we will continue to look for ways to reduce usage and be conservative.

01-4520-01-413 Chemical Toilets:

Holding this line at the current funding level. Once the infrastructure improvements at Gregg Lake Beach Park are realized, there should be a decrease demand for chemical toilet services.

We will still be using a Chemical Toilet Company for pumping out the lavatories at the new beach, but the expense should be reduced.

01-4520-01-605: Recreation Programs:

Recently, this line funds the annual fishing derby, We used to cover supplies for some other programs, but the cost to stock the pond has increased so much that for the last two years, this has only funded the fishing derby. We hope to have resources to get some outside fundraising for the derby, which would then allow some of these funds to go to other programs, but for now, the derby is a very worthy cause. Lots of families participate.

01-4520-01-610: Supplies:

This funds basic office supplies, sometimes program supplies. We are keeping it steady. We will be replacing our copy machine , hopefully, this year (line 661). And that will reduce the demand on this line (have used a lot of toner for our inkjet this past year!)

01-4520-01-815: Dues and Memberships:

We use this for licenses (movie) , professional memberships and subscriptions.

01-4520-01-890: Miscellaneous: Criminal Background Checks and other miscellaneous costs that we did not budget elsewhere, but have been deemed necessary. We try not to use this line. I would like to move billing for Criminal Background checks in to 01-815.

01-4520-02-110: PKS Salaries: DOS: This line item is always refunded to the General Fund from Parks Revolving account, It is for the Summer Camp Staff Salaries.

01-4520-02-130: Beach Salaries:

This covers Beach Staff salaries and certification costs. Any costs over the budgeted amount are refunded to the general ledger from the revolving account. I have increased the requested amount to 15,000. We spent almost \$19,000 in 2022. This included paying for two additional Swim instructors to be trained. The revenue from swimming lessons, plus some from the parking permits will be used to reimburse the unbudgeted amount to the general fund from 2022...but I'd like to plan accordingly to continue to fund most of this (not all) demand for staffing to the General Ledger budget request.

01-4520-02-652: Home and Harvest:

This line was put into the Parks and Rec budget by the select board several years ago, This is not a request from the Parks and Recreation Commission or the Recreation Department, and the department is not a sponsor of or participant in the Home and Harvest planning.

01-4520-03-650: SportsField Maintenance:

This line covers expenses for maintaining the turf at Shea Field. It includes Irrigation system maintenance, water usage, fertilizer, seed, and any outside contractors we need (eg application of broadleaf herbicides etc)

Due to careful rationing of fertilizer, I have saved some supplies from 2022 that can be used in 2023. We also achieve a prebuy discount from our vendor, Tom Irwin, when we order materials before year end, and that discount has been saved up and will be applied this year. This will help make up for the water bill for Shea Field.

01-4520-04-610: Grants:

This is a line item to allow spending when grants have been received (here we go LWCF! 😊)

01-4520-04-625: Postage:

Holding it at current levels.

Account Number	Account Description	Budget 2022	Proposed 2023	\$ Difference	% Difference
01-4520-01-110	PKS Salaries	38,000.00	53,766.00	15,766.00	41.49%
01-4520-01-341	PKS Utilities	1,500.00	2,000.00	500.00	33.33%
01-4520-01-413	PKS Chemical Toilets	3,500.00	3,500.00	0.00	0.00%
01-4520-01-605	PKS Recreation Programs	800.00	800.00	0.00	0.00%
01-4520-01-610	PKS Supplies	1,000.00	1,000.00	0.00	0.00%
01-4520-01-661	PKS Equipment Maint	5,500.00	5,500.00	0.00	0.00%
01-4520-01-815	PKS Dues & Memberships	1,200.00	1,000.00	-200.00	-16.67%
01-4520-01-890	PKS Miscellaneous	500.00	500.00	0.00	0.00%
01-4520-02-110	PKS Salaries DOS	0.00	0.00	0.00	0.00%
01-4520-02-130	PKS Beach Salaries	14,000.00	15,000.00	1,000.00	7.14%
01-4520-02-610	PKS Beach	3,000.00	3,500.00	500.00	16.67%
01-4520-02-652	PKS Home & Harvest	5,000.00	5,000.00	0.00	0.00%
01-4520-03-650	PKS Sports Field Maint	6,000.00	6,000.00	0.00	0.00%
01-4520-04-610	PKS Grants	1.00	0.00	-1.00	-100.00%
01-4520-04-625	PKS Postage	75.00	75.00	0.00	0.00%
	Total	80,076.00	97,641.00	17,565.00	21.94%

**PUBLIC ATTENDEES FOR
BOARD OF SELECTMEN'S Meeting
October 24, 2022**

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