



Town of Antrim
Select Board Meeting Minutes
November 7, 2022
6:00 PM

Board Members Present: John Robertson, Chairman, Michael Ott, Selectman (via Teams), Donna Hanson, Selectman

Staff Present: Town Administrator, Russell McAllister.

Others Present: See Attached

Approval of Minutes

Mr. Ott made the motion to approve the October 24th meeting minutes. Ms. Hanson seconded the motion. The vote was unanimous and so moved.

Town Clerk / Tax Collector Budget

Town Clerk Diane Chauncey presented both the Clerk and Tax Collectors budgets (see attached). There were minor adjustments from last year. Election costs were down due to the number of elections. Wage increases and the addition of hours for the Deputy Clerk's position as it is converted from part to full time raised the overall budget by \$3,600 The Tax Collector's budget saw increases in wages because of an increase in the number of hours for the deputy tax collector.

Highway Department Budget

The Board reviewed the highway department budget with Road Agent Jim Plourde (see attached). Mr. Plourde explained that fuel costs are difficult to predict for the coming year and pointed out that the per ton cost of asphalt had risen from \$68 to \$97 over the summer. There is no planned increase in street repairs and paving. The increased cost of asphalt will simply result in fewer miles of road being repaired and paved during the coming year. The overall budget increased 4.7%, below the current rate of inflation.

Tax Rate

The Board reviewed the preliminary tax rate of \$29.48 as established by the DRA. Last year's tax rate was \$26.07. The TA noted that the Board used \$250,000 from the unassigned fund balance (UFB) for tax rate stabilization. The Board discussed the amount of UFB needed to maintain a similar rate to last year's noting the current amount of UFB is \$1,692,402. After some discussion Ms. Hanson made the motion to use \$433,672 in UFB for tax rate stabilization. Mr. Robertson seconded the motion. The vote was unanimous and so moved. A comparison of tax rates from 2021 and the estimated tax rate for 2022 are listed in the following table.

Tax Rate Comparison

	2021	2022
Municipal	9.65	9.65
County	1.13	1.24
Local Education	13.24	15.52
State Education	2.05	1.45
Total	26.07	27.86

Meetings Attended

Ms. Hanson attended a planning board meeting noting that traffic counts are underway. They also reviewed the budget and are requesting to be on the BoS agenda to review a proposed fire protection ordinance for new subdivisions. The TA agreed to have Fire Chief Gale attend to offer his opinion. Mr. Ott did not attend any meetings. Mr. Robertson attended a SAC meeting where he was briefed on the status of the ConVal education lawsuit. He noted that the number of school districts involved in the lawsuit represented 30% of NH students.

Town Administrator Update

Balanced Rock Energy Proposal

The TA explained that he had received a proposal from an electric aggregator who offered to lower electric rate for town owned properties. Obviously, the longer the contract term, the lower the rate. Whether or not the Town chooses to utilize solar may well complicate any decision to move forward. The TA agreed to provide Eversource invoices to Balanced Rock.

Health Trust – Dental Plan

The TA presented a dental insurance proposal from the NH Health Trust to the Board. Currently, the Town self-insures by paying \$1,000 per employee and \$1,000 per family member for dental costs. The current liability totals \$35,000 though the Town budgets \$8,000. A comparison of costs is in the table below.

Plan	Number	Antrim Cost	Number	Delta	Cost
Single	10	10,000.00	10	44.35	5,322.00
TwoFers	4	4,000.00	2	86.21	2,069.04
Family	21	21,000.00	5	156.86	9,411.60
	35	35,000.00	17		16,802.64

Where the Town provides \$1,000 in funding for every individual family member the Delta plan offers family and twofer plans in the way health insurance plans do. The Board thought the plan offered better coverage benefits and reduced existing plan costs. The TA agreed to schedule a benefits representative to brief the plan to employees.

Project Resource Group – Maintenance Budget Forecast

The TA handed out a spreadsheet compiled by the Project Resource Group highlighting expenses by town building over time. The actual report, by building, has yet to be completed.

CDBG Proposal – 42 Main Street

The developer of the Goodell Mill building, Zander Kempf, is interested in submitting a community development block grant (CDBG) with the State as a sub-recipient. Doing so will require the Board to hold a public hearing to solicit public input. The Board agreed to schedule a public hearing.

Other Business

None

Non Public Session RSA – 91-A :3 II (a) (c)

TA Review / Tax Payment Review

Non-Public Session

Mr. Ott made the motion to convene in non-public session under RSA 91-A:3 II (a) (c) to discuss employee performance and tax payment plans. Ms. Hanson 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 1905.

The Board reconvened in public session at approximately 1930

Adjourn

There being no further business Ms. Hanson made the motion to adjourn. Mr. Ott seconded the motion. The vote was unanimous and so moved. The meeting adjourned approximately 1932.

Respectfully submitted,

/s/ Russell McAllister

2023 Budget

TOWN CLERK (ELECTIONS INCLUDED)

The Town Clerk's budget has increased somewhat mostly due to cost increases in supplies. Election advertisements had been eliminated by posting on the Town's website and hard copies on the bulletin boards. The electronic ballot machine is 10 years old. The machine may need to be replaced. The cost in 2012 was \$5000.00. LHS (the company that supports the ballot machine) was reluctant to name a price for a new machine. I would like to increase the Supervisor's salary line. The Secretary of State's

The other increase is for more extended hours for Crystal. She would become a full time employee eligible for benefits. The TC/TX office has many responsibilities. There is never a quiet moment.

TAX COLLECTOR

The Tax Collector's budget has also increased due to cost increase for title searches and postage has once again gone up. The extended hours for Crystal are reflected in the budget.

Respectfully submitted,
Diane M Chauncey

Account Number	Account Description	Budget 2022	Exp 11/1	Proposed 2023	\$ Diff	% Diff
01-4140-01-110	TC Salaries	37,700.00	28,745.04	43,992.00	6,292.00	16.69%
01-4140-01-301	TC Fees to State	3,000.00	1,214.00	3,000.00	0.00	0.00%
01-4140-01-610	TC Supplies	1,000.00	280.50	1,300.00	300.00	30.00%
01-4140-01-625	TC Postage	3,000.00	1,473.14	3,000.00	0.00	0.00%
01-4140-01-815	TC Dues, Periodicals, Training	550.00	30.00	650.00	100.00	18.18%
01-4140-01-890	TC Miscellaneous	0.00	232.84	250.00	250.00	0.00%
01-4145-01-130	Supervisor's Salaries	1300.00	420.00	500.00	-800.00	-61.54%
01-4145-01-610	Election Supplies	3000.00	3545.40	500.00	-2,500.00	-83.33%
01-4145-01-825	Election Legal Advertising	0.00	50.00	90.00	90.00	0.00%
01-4145-01-890	Election Miscellaneous	300.00	234.28	300.00	0.00	0.00%
01-4145-02-130	Election Ballot Clerks	440.00	575.00	400.00	-40.00	-9.09%
	Total	50,290.00	4,824.68	53,982.00	3,692.00	7.34%

	hours	rate	52 wks
Diane	17	30.00	26,520.00
Crystal	16	21.00	17,472.00
			43,992.00

NHRS	6,070.90
Health	-
Dental	-
Fica/Medi	3,420.77
Total	9,491.67

	Wages	NHRS - 13.8%	Fica/Medi
TC Salaries	43,992.00	6,070.90	3,352.19
Other Salaries	900.00	-	68.58
	44,892.00	6,070.90	3,420.77

Budget	53,982.00
Total Budget	63,473.67

Health Blended Rate Employer Number Costs Dental
Single

These components accounted for under Tax Collector Expenditures.
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Account Number	Account Description	Budget 2022	Exp 11/1	Proposed 2023	\$ Diff	% Diff
01-4151-01-110	TX Salaries	37,700.00	31,934.79	45,552.00	7,852.00	20.83%
01-4151-01-342	TX Misc Fees	500.00	599.02	500.00	0.00	0.00%
01-4151-01-393	TX Titles Searches	2,500.00	1,979.98	3,000.00	500.00	20.00%
01-4151-01-610	TX Supplies	250.00	-	250.00	0.00	0.00%
01-4151-01-625	TX Postage	1,900.00	2,274.27	2,500.00	600.00	31.58%
01-4151-01-815	TX Dues, Meetings, Subscriptions	250.00	20.00	350.00	100.00	40.00%
01-4151-01-890	TX Miscellaneous	-	307.68	400.00	400.00	0.00%
Total		43,100.00	37,115.74	52,552.00	9,452.00	21.93%

	hours	rate	52 wks
Diane	18	30.00	28,080.00
Crystal	16	21.00	17,472.00
			45,552.00

NHRS	6,286.18
Health	9,610.20
Dental	2,000.00
Fica/Medi	3,471.06
Total	21,367.44
Budget	52,552.00
Total Bud	73,919.44

	wages	NHRS - 13.8%	Fica/Medi
Salaries	45,552.00	6,286.18	3,471.06

Health	Blended Rate Employer	Number	Cost	Dental 1k
Single	800.85	1	9,610.20	2,000.00

Highway budget proposal 2023

The following are adjustments to the highway budget according to account line item all account line items not listed will remain the same.

01-4312-01-110 Ground Salaries, adjusted to reflect cost of living adjustment. 2022 -22,660, 2023-23,337 3%

01-4312-02-110 HWY Salaries it was discovered that due to multiple years of understaffing that the actual figure used for 2022 did not have all employees accounted . 2022 budgeted 259,000, 2023 302,868 see additional attachment for rate adjustment to each employees.

01-4312-02-140 HWY Overtime 2022 53,000 2023 adjusted 45,327 to reflect 15% overtime rate

01-4312-02341 Telephone was adjusted from 2022 2,300 to 2023 2,500 to reflect a possible rate adjustment.

01-4312-02-391 Dispatching adjusted 2022 from 2,000 to 2023 to 2,200 as we have not seen a rate increase from dispatching in several years.

01-4312-02-411 Heating oil 2022 5,000 to 2023 6,000 due to increased costs

01-43112-02-681 uniform allowance 2022 2,010 to 2023 2,070 up 10 dollars each due to elevated costs

Total proposed changes to the HWY Budget 2022 906,470 to 2023 proposed 949,802 up 4.7% overall due to preventative measures to increase employee retention, and slight adjustments for services.

Last	First	Dept.	2022 Rate	Inc.	2023 Rate	Rate Increase	Retro Hours/Wks	Retro Pay	2023 Actual
Auen	Stephen	HIGHWAY	21.00		20.00	0.63			\$ 21.63
Fife	Ricky	HIGHWAY	19.08	1.030	19.65	0.57		0.00	\$ 19.65
Johnson Sr	George	HIGHWAY	22.00	1.045	23.00	1.00		0.00	\$ 23.00
Plourde	Jim	HIGHWAY	1,263.31	1.060	1,339.13	75.82		0.00	
Plourde	Shawn	HIGHWAY	20.16	1.042	21.00	0.84		0.00	\$ 21.00
Bezio	Bill	Highway	20	1.03	20.6	0.6			\$ 20.60

\$ 105.88

40 Avg Hours

\$233,083.00 Employees

\$69,635.00 Road Agent

\$ 302,718.00 Annual Salaries

Annual Salaries include Grounds Salaries 23,337

P/T shoveler \$18.00 ph =\$12,852

P/T Shoveler O.T. \$2,268

is 15% annual

\$302,178 HWY Salaries

\$45,327 HWY OT

\$347,505

Account		Budget 2022	Exp 11/01	Proposed 2023	\$ Diff	% Diff
01-4311-02-697	HWY Streets/Repairs	310,000.00	268,332.96	310,000.00	-	0.00%
01-4312-01-110	HWY Grounds Salary	22,660.00	16,893.33	23,337.00	677.00	2.99%
01-4312-02-110	HWY Salary	259,000.00	190,509.35	302,718.00	43,718.00	16.88%
01-4312-02-140	HWY Overtime	53,000.00	11,909.24	45,327.00	(7,673.00)	-14.48%
01-4312-02-341	HWY Telephone	2,300.00	2,115.17	2,500.00	200.00	8.70%
01-4312-02-391	HWY Dispatching	2,000.00	2,000.00	2,200.00	200.00	10.00%
01-4312-02-411	HWY Heat oil	5,000.00	-	6,000.00	1,000.00	20.00%
01-4312-02-610	HWY Supplies	12,500.00	6,601.96	12,500.00	-	0.00%
01-4312-02-622	HWY Equipment	20,500.00	2,928.63	20,500.00	-	0.00%
01-4312-02-635	HWY Fuel	40,000.00	25,854.35	45,000.00	5,000.00	12.50%
01-4312-02-660	HWY Vehicle Repairs	45,000.00	27,727.45	45,000.00	-	0.00%
01-4312-02-661	HWY Heavy Equip. Repairs	22,500.00	29,597.08	22,500.00	-	0.00%
01-4312-02-681	HWY Uniforms	2,010.00	4,082.07	2,070.00	60.00	2.99%
01-4312-02-691	HWY Cold Patch/Pugmill	5,000.00	670.00	5,000.00	-	0.00%
01-4312-02-692	HWY Culverts	5,000.00	3,632.50	5,000.00	-	0.00%
01-4312-02-694	HWY Gravel	35,000.00	-	35,000.00	-	0.00%
01-4312-02-696	HWY Calcium/ Salt	35,000.00	18,301.70	35,000.00	-	0.00%
01-4312-02-698	HWY Mowing/Chipping	10,000.00	8,449.51	10,000.00	-	0.00%
01-4312-02-711	HWY Crosswalks/Catch basins	8,000.00	5,595.51	8,000.00	-	0.00%
01-4312-02-890	HWY Misc.	2,000.00	5,504.00	2,000.00	-	0.00%
01-4312-02-662	HWY tires	10,000.00	2,517.63	10,000.00	-	0.00%
	TOTAL	906,470.00	633,222.44	949,652.00	43,182.00	4.76%

	wages	NHRS - 13.8%	Fica/Medi
Salary	302,718.00	41,775.08	23,067.11
Grounds Salary	23,337.00	3,220.51	1,778.28
Overtime	45,327.00	6,255.13	3,453.92
	371,382.00	51,250.72	28,299.31

NHRS	51,250.72
Health	132,139.92
Dental	4,000.00
Fica/Medi	28,299.31
Total	215,689.94
Budget	949,652.00
Total Budget	1,165,341.94

Health	Blended Rate - Employer	Number	Cost	Dental 1k
Single	800.85	2	19,220.40	2,000.00
Twofer	2,002.12	2	48,050.88	2,000.00
Family	2,702.86	2	64,868.64	-
			132,139.92	4,000.00

**PUBLIC ATTENDEES FOR
BOARD OF SELECTMEN'S Meeting
Monday, November 7, 2022**

PRINT NAME

REPRESENTING

PLEASE PRINT

Robert Edwards

Self & CIP

James M. Conway

T&TX

Jim Howard

HWY

PLEASE PRINT