



Town of Antrim
Select Board Meeting Minutes
February 6, 2023
6:00 PM

Board Members Present: John Robertson, Chairman, Michael Ott, Selectman, Donna Hanson, Selectman – absent due to illness.

Staff Present: Town Administrator, Russell McAllister.

Others Present: See Attached

Public Hearing on the Proposed 2023 Budget

Mr. Robertson opened the public hearing for the proposed 2023 budget at 1800. Mr. Robertson noted that Ms. Hanson was unable to attend the hearing due to illness and wished her a speedy recovery.

The Board reviewed the Town Warrant (see attached) by warrant article while seeking public input.

Article 3 – Well - State Revolving Fund

The article seeks to borrow \$600,000 to complete the replacement of the main water line under the Contoocook River and tie it into the water distribution system. The amount of borrowing is in addition to the \$2,148,000 approved in 2021. The total amount of borrowing for the project, if approved, will be \$2,748,000 with the Town being eligible for \$989,290 in principal forgiveness leaving a bonded amount of \$1,758,120.

It was pointed out that the remaining bonded amount is \$1,758,720, and that principle should be changed to principal. Rather than “will receive” \$989,280 in principal forgiveness the language should be “is eligible to receive.”

Article 4 – Fire Department Water Supply

This article sought \$20,000 to cover the cost of engineering, construction, and installation of a dry hydrants on Old Pound Road with funding coming from the existing capital reserve fund. Chief Gale explained that it will enhance fire protection.

Article 5 – Fire Department Engine 2 Replacement

This article is seeking \$330,000 for the replacement of Engine 2 with funding coming from a capital reserve fund established for that purpose. Chief Gale spoke to the article explaining that the department is looking for a used engine in good repair.

Article 6 – Funding capital reserve funds

This article is seeking to fund several capital reserve funds listed in the table below in the amount of \$410,000 and to use \$250,000 in undesignated fund balance (surplus) leaving \$160,000 to be raised through taxation.

Capital Reserve Funding Categories

Fire - \$65,000
Bridge - \$75,000
Highway - \$70,000
Police Dept IT - \$40,000
Park & Recreational - \$30,000
Dam Maintenance - \$25,000
Town Government - \$105,000
Total = \$410,000

Undesignated fund balance use

Fire - \$65,000
Bridge - \$75,000
Highway - \$70,000
Police Dept IT - \$40,00
Total = \$250,000

Mr. Robertson explained that less money was going towards Dam Maintenance because the Town had received close to a million dollars in funding to repair the dam. Rather than putting a \$100,000 in the Dam Maintenance it will receive \$25,000 with the other \$75,000 reallocated to Town Government Buildings. Some discussion ensued over the reason to do so along with language tweaks.

Article 7 – HWY Backhoe Purchase

This article seeks to replace the current backhoe with a new one. The cost is \$180,000 and will be funded via the capital reserve fund established for that purpose. Road Agent Plourde spoke of the need to replace the existing backhoe due to age and number of hours on the machine.

Article 8 – HWY Purchase of a Kubota Tractor

This article seeks to purchase a Kubota Tractor with enclosed cab, mid and rear PTO, mowing deck and snow blower and will serve as a back-up to the aging sidewalk plow. The cost is \$42,000 and funding will come from the capital reserve fund established for that purpose. Mr. Plourde explained that the tractor will serve as a back-up for the current sidewalk plow. The current side walk machine no longer has available parts or service and frequently breaks down. In response to a question regarding replacement of the sidewalk machine Mr. Plourde suggested that he would propose replacing it next year.

Article 9 – Revaluation of Property

The article seeks to raise \$37,000 to conduct the town wide revaluation as proscribed by law. Funding will come from unassigned fund balance so there will be no taxes raised.

Article 10 – Readoption of the Veterans Tax Credit

This article seeks to readopt the veterans tax credit and is required to be on the warrant because of 2022 legislation.

Article 11 – Operating Budget

This article represents the operating budget of the town. The Board reviewed the MS-636 which is a DRA form that is generated on their online portal where budget data is entered. Several comments about the revenues were asked. The TA noted that the warrant language seeking to raise \$4,664,498 inclusive of water

and sewer was off because of last minute adjustments that need to be entered into the portal. That number should be \$4,674,764. A few comments were made.

Mr. Ott made the motion to recommend Articles 3-11 with tweaks to language and adjustment to the amounts as noted. Mr. Robertson seconded the motion. The vote was unanimous and so moved.

Adjourn

There being no further business Mr. Ott made the motion to adjourn the public hearing. Mr. Robertson seconded the motion. The vote was unanimous and so moved. The hearing adjourned at approximately 1848.

Respectfully submitted,
/s/ Russell McAllister



Article 01 To choose necessary Town Officers

To choose necessary Town Officers and Trustees for the ensuing year.

Article 02 Zoning Ordinance

To vote by ballot on the following amendments to the Antrim Zoning Ordinance as proposed by the Planning Board for the Town of Antrim Zoning. (Ballot Vote)

Article 03 Well - State Revolving Fund

To see if the town will vote to raise and appropriate the sum of \$600,000 for the replacement of the main water line under the Contoocook River and connection of the new well to the distribution system, and to authorize the issuance of not more than \$600,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. This additional amount of borrowing is to cover cost over runs due to inflation and material availability. The previously approved amount of borrowing for this project in 2021 was \$2,148,000. If approved the total borrowed amount will be \$2,748,000. Under the Drinking Water State Revolving Fund Antrim will receive \$989,280 in principle forgiveness leaving a bonded amount of \$1,758,120. Recommended by the Board of Selectmen

Recommendations required (3/5 ballot vote required).

Article 04 Fire Department Water Supply

To see if the town will vote to raise and appropriate the sum of Twenty thousand Dollars (\$20,000.) for the engineering, construction and installation of a dry hydrant on Old Pound Road for a firefighting water supply and to authorize the withdrawal of Twenty thousand Dollars (\$20,000.) from the Fire department Capital Reserve Fund created for that purpose. This appropriation will not raise any new taxes. (Majority vote required) Recommended by the Board of Selectmen

Article 05 Fire Department Engine 2 Replacement

To see if the town will vote to raise and appropriate the sum of Three Hundred Thirty Thousand Dollars (\$330,000.) for the purchase of a pumper truck to replace the 1993 Freightliner 1250 GPM Pumper, and to authorize the withdrawal of Three Hundred Thirty Thousand Dollars (\$330,000.) from the Fire department Capital Reserve Fund created for that purpose. This appropriation will not raise any new taxes. (Majority vote required) Recommended by the Board of Selectmen



Article 06 Capital Reserve Funds

To see if the Town will vote to raise and appropriate the sum of Four Hundred Ten Thousand Dollars (\$410,000) to be added to the present Capital Reserve Funds in the following manner listed below and to be funded in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) from the undesignated fund balance as of December 31, 2022 in the following amounts in the following categories listed below:

Capital Reserve Funding Categories

Fire - \$65,000
Bridge - \$75,000
Highway - \$70,000
Police Dept IT - \$40,00
Park & Recreational - \$30,000
Dam Maintenance - \$25,000
Town Government - \$105,000
Total = \$410,000

Undesignated fund balance use

Fire - \$65,000
Bridge - \$75,000
Highway - \$70,000
Police Dept IT - \$40,00
Total \$250,000

(Majority vote required) Recommended by the Select Board 3/0

Article 07 HWY - Backhoe Purchase

To see if the town will vote to raise and appropriate the sum of One Hundred Eighty Thousand Dollars (\$180,000) for the purchase of a backhoe/loader with applicable attachments to replace the 2014 Cat Loader and to authorize the withdrawal of One Hundred Eighty Thousand Dollars (\$180,000) from the Highway Capital Reserve fund created for that purpose. Recommended by the Board of Selectmen (Majority vote required)

Article 08 HWY - Purchase of a Kubota Tractor

To see if the town will vote to raise and appropriate the sum of Forty-Two Thousand Dollars (\$42,000) for the purchase of a Kubota tractor with mid and rear PTO, front and rear buckets, midship mower, solid Steal cab with heat / climate control, and 50-inch snow blower for snow removal and roadside mowing and to authorize the withdrawal of Forty-Two Thousand Dollars (\$42,000) from the Highway Capital Reserve Fund created for that purpose. Recommended by the Board of Selectmen (Majority vote required)

Article 09 Revaluation of Property

To see if the town will vote to raise and appropriate the sum of Thirty-Seven Thousand Dollars for the purpose of conducting the five-year Town wide revaluation of property and to be funded from the undesignated fund balance as of December 31, 2022. This appropriation will not raise any new taxes. Recommended by the Board of Selectmen (Majority vote required)

Article 10 Readoption of Veterans Tax Credit

Shall the Town of Antrim vote to readopt the provisions of 72:28-b, in accordance with RSA 72:27-a, previously adopted for an All-Veterans' Tax Credit, [2017 Adopted RSA 72:28-b All Veteran's Tax Credit \$500 (Article 15)], at \$500.00 per year. If readopted and approved, this article shall take effect for the 2023 property tax year. (Recommended by the Select Board). (Majority vote required).



Article 11 Operating Budget

To see if the Town will vote to raise and appropriate the sum of Four Million, Six Hundred Sixty-Four Thousand, Four Hundred Ninety-Eight Dollars (\$4,664,498) for general operating costs of the Town (this appropriation includes Five Hundred Seventy Five Thousand One Hundred Fifty Dollars (\$575,150) for the Water & Sewer Department as set forth in the town budget). This article does not include appropriations contained in special or individual articles addressed separately. (Majority vote required) Recommended by the Select Board 3/0

Article 12 Reports

To hear any reports of committees and act thereon.

Article 13 Transact Business

To transact any other business that may legally come before this meeting.



Appropriations

Account	Purpose	Article	Expenditures for period ending 12/31/2022	Appropriations for period ending 12/31/2022	Proposed Appropriations for period ending 12/31/2023	
					(Recommended)	(Not Recommended)
General Government						
4130-4139	Executive	11	\$12,518	\$13,050	\$13,050	\$0
4140-4149	Election, Registration, and Vital Statistics	11	\$44,698	\$48,290	\$51,278	\$0
4150-4151	Financial Administration	11	\$208,457	\$219,586	\$230,830	\$0
4152	Revaluation of Property	11	\$29,000	\$34,000	\$34,000	\$0
4153	Legal Expense	11	\$173,186	\$195,362	\$193,173	\$0
4155-4159	Personnel Administration	11	\$600,999	\$609,135	\$654,348	\$0
4191-4193	Planning and Zoning	11	\$32,598	\$28,364	\$46,150	\$0
4194	General Government Buildings	11	\$137,890	\$116,840	\$132,940	\$0
4195	Cemeteries	11	\$5,000	\$11,875	\$11,875	\$0
4196	Insurance	11	\$87,280	\$101,294	\$105,102	\$0
4197	Advertising and Regional Association		\$0	\$0	\$0	\$0
4199	Other General Government	11	\$0	\$25,000	\$15,000	\$0
General Government Subtotal			\$1,331,626	\$1,402,796	\$1,487,746	\$0
Public Safety						
4210-4214	Police	11	\$549,450	\$561,240	\$601,600	\$0
4215-4219	Ambulance	11	\$0	\$100	\$100	\$0
4220-4229	Fire	11	\$86,896	\$108,100	\$108,100	\$0
4240-4249	Building Inspection	11	\$12,265	\$11,000	\$11,000	\$0
4290-4298	Emergency Management	11	\$5,087	\$5,500	\$5,500	\$0
4299	Other (Including Communications)		\$0	\$0	\$0	\$0
Public Safety Subtotal			\$653,698	\$685,940	\$726,300	\$0
Airport/Aviation Center						
4301-4309	Airport Operations		\$0	\$0	\$0	\$0
Airport/Aviation Center Subtotal			\$0	\$0	\$0	\$0
Highways and Streets						
4311	Administration		\$0	\$0	\$0	\$0
4312	Highways and Streets	11	\$799,050	\$906,470	\$931,079	\$0
4313	Bridges		\$0	\$0	\$0	\$0
4316	Street Lighting	11	\$12,726	\$17,000	\$9,500	\$0
4319	Other	11	\$56,227	\$56,227	\$7,500	\$0
Highways and Streets Subtotal			\$868,003	\$979,697	\$948,079	\$0



Appropriations

Account	Purpose	Article	Expenditures for period ending 12/31/2022	Appropriations for period ending 12/31/2022	Proposed Appropriations for period ending 12/31/2023	
					(Recommended)	(Not Recommended)
Sanitation						
4321	Administration		\$0	\$0	\$0	\$0
4323	Solid Waste Collection		\$0	\$0	\$0	\$0
4324	Solid Waste Disposal	11	\$183,908	\$192,700	\$217,900	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal		\$0	\$0	\$0	\$0
4329	Other Sanitation		\$0	\$0	\$0	\$0
Sanitation Subtotal			\$183,908	\$192,700	\$217,900	\$0
Water Distribution and Treatment						
4331	Administration		\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0
4335	Water Treatment		\$0	\$0	\$0	\$0
4338-4339	Water Conservation and Other		\$0	\$0	\$0	\$0
Water Distribution and Treatment Subtotal			\$0	\$0	\$0	\$0
Electric						
4351-4352	Administration and Generation		\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0
Electric Subtotal			\$0	\$0	\$0	\$0
Health						
4411	Administration		\$0	\$0	\$0	\$0
4414	Pest Control	11	\$15	\$250	\$250	\$0
4415-4419	Health Agencies, Hospitals, and Other	11	\$40,013	\$39,996	\$39,996	\$0
Health Subtotal			\$40,028	\$40,246	\$40,246	\$0
Welfare						
4441-4442	Administration and Direct Assistance	11	\$19,427	\$38,237	\$40,830	\$0
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other		\$0	\$0	\$0	\$0
Welfare Subtotal			\$19,427	\$38,237	\$40,830	\$0
Culture and Recreation						
4520-4529	Parks and Recreation	11	\$86,166	\$80,076	\$97,642	\$0
4550-4559	Library	11	\$197,053	\$198,307	\$206,726	\$0
4583	Patriotic Purposes	11	\$1,500	\$1,500	\$1,500	\$0
4589	Other Culture and Recreation		\$0	\$0	\$0	\$0
Culture and Recreation Subtotal			\$284,719	\$279,883	\$305,868	\$0



Appropriations

Account	Purpose	Article	Expenditures for period ending 12/31/2022	Appropriations for period ending 12/31/2022	Proposed Appropriations for period ending 12/31/2023	
					(Recommended)	(Not Recommended)
Conservation and Development						
4611-4612	Administration and Purchasing of Natural Resources	11	\$612	\$800	\$800	\$0
4619	Other Conservation		\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0
Conservation and Development Subtotal			\$612	\$800	\$800	\$0
Debt Service						
4711	Long Term Bonds and Notes - Principal	11	\$218,025	\$218,025	\$286,586	\$0
4721	Long Term Bonds and Notes - Interest	11	\$40,222	\$40,195	\$38,944	\$0
4723	Tax Anticipation Notes - Interest	11	\$0	\$5,000	\$5,000	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0
Debt Service Subtotal			\$258,247	\$263,220	\$330,530	\$0
Capital Outlay						
4901	Land		\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$0	\$109,715	\$0	\$0
4903	Buildings		\$0	\$285,000	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$57,000	\$0	\$0
Capital Outlay Subtotal			\$0	\$451,715	\$0	\$0
Operating Transfers Out						
4912	To Special Revenue Fund		\$0	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other		\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer	11	\$0	\$356,728	\$264,850	\$0
4914W	To Proprietary Fund - Water	11	\$0	\$239,460	\$310,300	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
4919	To Fiduciary Funds		\$0	\$0	\$0	\$0
Operating Transfers Out Subtotal			\$0	\$596,188	\$575,150	\$0
Total Operating Budget Appropriations					\$4,673,449	\$0



Special Warrant Articles

Account	Purpose	Article	Proposed Appropriations for period ending 12/31/2023	
			(Recommended)	(Not Recommended)
4902	Machinery, Vehicles, and Equipment	04	\$20,000	\$0
	<i>Purpose: Fire Department Water Supply</i>			
4902	Machinery, Vehicles, and Equipment	05	\$330,000	\$0
	<i>Purpose: Fire Department Engine 2 Replacement</i>			
4909	Improvements Other than Buildings	03	\$600,000	\$0
	<i>Purpose: Well - State Revolving Fund</i>			
4915	To Capital Reserve Fund	06	\$410,000	\$0
	<i>Purpose: Capital Reserve Funds</i>			
Total Proposed Special Articles			\$1,360,000	\$0



Individual Warrant Articles

Account	Purpose	Article	Proposed Appropriations for period ending 12/31/2023	
			(Recommended)	(Not Recommended)
4152	Revaluation of Property	09	\$37,000	\$0
	<i>Purpose: Revaluation of Property</i>			
4902	Machinery, Vehicles, and Equipment	08	\$42,000	\$0
	<i>Purpose: HWY - Purchase of a Kubota Tractor</i>			
4902	Machinery, Vehicles, and Equipment	07	\$180,000	\$0
	<i>Purpose: HWY - Backhoe Purchase</i>			
Total Proposed Individual Articles			\$259,000	\$0



Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2022	Estimated Revenues for period ending 12/31/2022	Estimated Revenues for period ending 12/31/2023
Taxes					
3120	Land Use Change Tax - General Fund	11	\$0	\$3,000	\$5,000
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax	11	\$0	\$30,000	\$20,000
3186	Payment in Lieu of Taxes	11	\$0	\$380,000	\$365,000
3187	Excavation Tax	11	\$0	\$100	\$100
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	11	\$0	\$50,000	\$41,000
9991	Inventory Penalties		\$0	\$0	\$0
Taxes Subtotal			\$0	\$463,100	\$431,100
Licenses, Permits, and Fees					
3210	Business Licenses and Permits		\$0	\$0	\$0
3220	Motor Vehicle Permit Fees	11	\$0	\$480,000	\$500,000
3230	Building Permits	11	\$0	\$15,000	\$15,000
3290	Other Licenses, Permits, and Fees	11	\$0	\$6,000	\$5,650
3311-3319	From Federal Government		\$0	\$0	\$0
Licenses, Permits, and Fees Subtotal			\$0	\$501,000	\$520,650
State Sources					
3351	Municipal Aid/Shared Revenues		\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	11	\$0	\$150,000	\$175,000
3353	Highway Block Grant	11	\$0	\$81,695	\$90,000
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement		\$0	\$0	\$0
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)		\$0	\$0	\$0
3379	From Other Governments		\$0	\$0	\$0
State Sources Subtotal			\$0	\$231,695	\$265,000
Charges for Services					
3401-3406	Income from Departments	11	\$0	\$150,000	\$165,000
3409	Other Charges		\$0	\$0	\$0
Charges for Services Subtotal			\$0	\$150,000	\$165,000
Miscellaneous Revenues					
3501	Sale of Municipal Property	11	\$0	\$20,000	\$5,000
3502	Interest on Investments	11	\$0	\$11,500	\$8,000
3503-3509	Other	11	\$0	\$0	\$2,000
Miscellaneous Revenues Subtotal			\$0	\$31,500	\$15,000



Revenues

Account	Source	Article	Actual Revenues for period ending 12/31/2022	Estimated Revenues for period ending 12/31/2022	Estimated Revenues for period ending 12/31/2023
Interfund Operating Transfers In					
3912	From Special Revenue Funds		\$0	\$0	\$0
3913	From Capital Projects Funds		\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	11	\$0	\$281,728	\$264,850
3914W	From Enterprise Funds: Water (Offset)	11	\$0	\$239,460	\$310,300
3915	From Capital Reserve Funds	04, 08, 05, 07	\$0	\$77,640	\$572,000
3916	From Trust and Fiduciary Funds		\$0	\$0	\$0
3917	From Conservation Funds		\$0	\$0	\$0
Interfund Operating Transfers In Subtotal			\$0	\$598,828	\$1,147,150
Other Financing Sources					
3934	Proceeds from Long Term Bonds and Notes	03	\$0	\$75,000	\$600,000
9998	Amount Voted from Fund Balance	09	\$0	\$0	\$37,000
9999	Fund Balance to Reduce Taxes	06	\$0	\$0	\$250,000
Other Financing Sources Subtotal			\$0	\$75,000	\$887,000
Total Estimated Revenues and Credits			\$0	\$2,051,123	\$3,430,900



Budget Summary

Item	Period ending 12/31/2023
Operating Budget Appropriations	\$4,673,449
Special Warrant Articles	\$1,360,000
Individual Warrant Articles	\$259,000
Total Appropriations	\$6,292,449
Less Amount of Estimated Revenues & Credits	\$3,430,900
Estimated Amount of Taxes to be Raised	\$2,861,549

**PUBLIC ATTENDEES FOR
BOARD OF SELECTMEN'S Meeting
Monday, January 30, 2023**

PRINT NAME	REPRESENTING
PLEASE PRINT	
Diane M Chauncey	self
Marshall Gale	Fire/Amb/ Health
Brian Lued	Police
Steffey Nelkens	self
Bob Edwards	Resident - CIP
Rebecca Hull	resident
Michael Dellasants	resident
Anng Giraldi	QCC
Rick Wolf	QCC
a/ Beausselier	Code Enforcement
Gordon Alk	self
Melissa Lombard	Water & Sewer
PLEASE PRINT	