



Town of Antrim
Select Board Meeting Minutes
September 27, 2023
6:00PM

Board Members Present: Michael Ott, Chairman, Selectman, Donna Hanson, Selectman Bob Edwards.

Staff Present: Town Administrator, Russell McAllister.

Others Present: See Attached

Approval of Minutes

Ms. Hanson made the motion to approve the August 28 meeting minutes. Mr. Edwards seconded the motion. The vote was unanimous and so moved.

Cyclical Revaluation Contract

The TA explained that the signature page was misplaced by CNP from the originally approved contract. If the Board signed the missing page the TA will forward to the assessors (CNP). The Board signed the contract page.

Budget Dates

The Board reviewed the schedule for reviewing department budgets and made a few adjustments.

Fire / Ambulance / Emergency Management Budgets

Fire Chief Gale briefed the Board on the proposed 2024 budget for fire, ambulance, and emergency management (see attached). Mr. Gale noted that the budget remains unchanged from last year. The Board discussed the need for a command vehicle for the department rather than the Chief using his private vehicle.

Ambulance Budget

Call volume increased slightly. The lease payment on the new ambulance adds \$66,623 to the ambulance budget, but there is a healthy balance in the revolving account, so Mr. Gale did not see a problem.

Emergency Management Budget

Chief Gale explained that the rains in July prompted the purchase of two trash pumps and several sump pump kits. The total expenditure was slightly above \$600.

Stewardship Plan

Ms. Hanson queried Mr. Edwards about the budget numbers he supplied to the CIP committee. Mr. Edwards explained that the numbers came from the grouping of categories such as life safety, accessibility (ADA), code compliance and infrastructure.

Meetings Attended

Ms. Hanson did not attend any meetings. Mr. Ott attended a Rec Commission meeting and noted that they had officially received a GOEFER grant for the town's beach improvements. The possibility of electronic signage and where it may be best installed was discussed. Mr. Edwards attended a water and sewer meeting along with the ConVal consolidation meeting for Antrim residents.

Town Administrator Update

Flood Plain – NFIP suggested updates.

The TA provided recent submittals by the NFIP to update Antrim's flood plain ordinance to better reflect changes in the program.

Police Chief Recruitment Update

The TA reported that the NH Association of Chiefs of Police had narrowed the applicant pool down to three candidates for a scheduled interview with the Board's appointed panel that will forward the best candidates to the Board for the final interview.

PD Coil Replacement Bids

The Board reviewed the bids to replace the coil on the station's heat pump. The difference between the bid amounts is \$3,100. Board members wondered what that cost difference entailed. The Board directed the Police Chief and TA to decide based on the information they received. The Board wanted to avoid additional charges.

Updated Welfare Guidelines

The Board reviewed the updated guidelines and application. The TA explained that the welfare assistance application was based on a similar form used by a nearby Town where a candidate for the Welfare Director's position worked. The TA noted that the Board will review the candidate during the non-public session. Ms. Hanson made the motion to adopt the new welfare guidelines and welfare application. Mr. Edwards seconded the motion. The vote was unanimous and so moved.

Retirement / Paving Schedule

The TA reported that Road Agent Jim Plourde is retiring effective October 12th. The Board also reviewed the paving schedule submitted by Mr. Plourde. Given that the funding for paving is already in the operating budget, there is no need for Board approval.

Complete Streets Program

The TA provided correspondence from the regional planning commission relative to the program and noted that the Planning Board is actively engaged in the program.

Other Business

Mr. Edwards asked for the auditors to make a visit to review the most recent audit.

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

Ms. Hanson made the motion to convene in non-public session under RSA 91-A:3 II (b) (c) to discuss employee performance, taxpayer agreement, and review a candidate for the position of welfare director. Mr. Edwards seconded the motion. The vote was unanimous and so moved. Roll call vote; Mike Ott, yes; Bob Edwards, yes; Donna Hanson, yes. The Board convened in non-public session at approximately 1950.

The Board convened in non-public session at approximately 1950.
The Board reconvened in public session at approximately 2106.

Ms. Hanson made the motion to hire Janice Pack as the Antrim Welfare Director at a rate of pay of \$250/week. Mr. Edwards seconded the motion. The vote was unanimous and so moved.

The Board directed the TA to follow the personnel policy with respect to employee performance issues.

Adjourn

There being no further business Mr. Ott made the motion to adjourn. Mr. Edwards seconded the motion. The vote was unanimous and so moved. The meeting adjourned at approximately 2115.

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 2024 will remain flat with only changes in line items to bring them closer inline to actual cost. We purchase all of our vehicle fuel at a NH DOT shed now, which is saving us upwards of \$2.00 per gallon with the volatile prices on fuel. This budget is also driven by the number of calls for service and can be difficult to predict but must also plan for the worse.

We continue to have an aggressive preventive maintenance program to extend the service life of our vehicles and equipment. We will take delivery of our new/used fire engine at the end of this year and it should prove to be a good investment for the town with Significant cost savings over buying new. The first of our dry hydrants project will also be installed this late fall on Old Pound road.

**Marshall W Gale
Chief of Department**

		2023	Expended	Proposed 2024	\$ Diff	% Diff
01-4220-01-621	FD Grant Expenses	500.00	-	\$500.00	\$0.00	0.00%
01-4220-02-110	FD Salaries	43,000.00	31,307.15	\$43,000.00	\$0.00	0.00%
01-4220-02-341	FD Telephone/Cell	1,800.00	1,409.92	\$1,800.00	\$0.00	0.00%
01-4220-02-391	FD Dispatch	17,700.00	17,176.00	\$18,000.00	\$300.00	1.69%
01-4220-02-392	FD Training/Physicals	3,500.00	700.00	\$3,200.00	-\$300.00	-8.57%
01-4220-02-411	FD Oil & Propane	5,500.00	3,648.44	\$5,500.00	\$0.00	0.00%
01-4220-02-610	FD Supplies & Equipment	18,000.00	10,456.17	\$18,000.00	\$0.00	0.00%
01-4220-02-631	FD Radio Repairs	1,000.00	797.00	\$1,000.00	\$0.00	0.00%
01-4220-02-635	FD Fuel	1,600.00	1,091.88	\$1,600.00	\$0.00	0.00%
01-4220-02-660	FD Vehicle Repairs	13,500.00	3,993.11	\$13,500.00	\$0.00	0.00%
01-4220-02-681	FD Uniforms	1,000.00	143.00	\$1,000.00	\$0.00	0.00%
01-4220-02-890	FD Misc.	1,000.00	777.12	\$1,000.00	\$0.00	0.00%
	Total	108,100.00	71,499.79	\$108,100.00	\$0.00	0.00%

Fica/medi	\$3,289.50
Budget	\$108,100.00
Total	\$111,389.50

ANTRIM AMBULANCE 2024 PROPOSED BUDGET ACCOUNT #4290

At this time the ambulance revolving fund is very solvent from being frugal with searching out vendors for the best value in equipment and supplies as well as accurate documentation on medical reports for insurance payments. 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- transports which includes lift assists needs to be accounted for as well because there still are personnel and vehicle costs incurred and they cannot be billed at this time. 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. We are now being advised that the delivery of the new ambulance will now be in October and we are updating our intubation equipment. The new Power load stretcher system was installed in the 2A1 ambulance with the majority of that cost being grant funded.

The major increase in the 2024 budget will be for the first lease payment for the new ambulance of \$66,623.60 which is the first of 5 total payments at an APR of 4.55%. We paid for the chassis in advance and that saved us \$1000.00. there is a slight increase in the payroll line item in anticipation of increased call volume. Staffing has been good with the addition of an EMT and EMR to the roster as well as a Bennington rescue member. Crew night staffing has been working well and total calls for service in 2022 was 438.

RUNS FOR 2023 AS OF 9/15/2023

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
ANTRIM	209	61.47%
BENNINGTON	116	34.12%
DEERING	10	2.94%
Peterborough	2	0.59%
FRANCESTOWN	1	0.29%
GREENVILLE	1	0.29%
JAFFREY	1	0.29%
Total: 340		Total: 100.00%

Marshall W Gale
Chief of Department

Sherry A Miller
EMS Deputy Chief

Town of Antrim Budget Worksheet

Account #	Account Name	2023	2024
			<u>PROPOSED</u>
10-4215-02-110	Salaries	\$85,000.00	\$90,000.00
10-4215-02-341	Telephone/Cell	\$2,400.00	\$2,400.00
10-4215-02-391	Dispatch	\$18,750.00	\$20,000.00
10-4215-02-392	Training	\$7,000.00	\$7,000.00
10-4215-02-411	Heating Oil	\$1,500.00	\$1,500.00
10-4215-02-610	Supplies/Postage	\$10,000.00	\$10,000.00
10-4215-02-615	Oxygen	\$1,700.00	\$1,700.00
10-4215-02-622	Equipment	\$4,500.00	\$4,500.00
10-4215-02-631	Radio Repair	\$1,000.00	\$1,000.00
10-4215-02-635	Fuel	\$6,000.00	\$6,000.00
10-4215-02-660	Vehicle Repair	\$10,000.00	\$8,000.00
10-4215-02-681	Uniforms	\$1,000.00	\$1,000.00
10-4215-02-705	Billing Service	\$15,000.00	\$15,000.00
10-4215-02-822	Lease		\$66,623.60
10-4215-02-860	Medic	\$1,250.00	\$1,000.00
10-4215-02-890	Misc	\$1,000.00	\$1,000.00
	Total	\$166,100.00	\$236,723.60

Antrim Emergency management 2024 proposed budget
Account #4290

The proposed budget for 2024 will remain flat . We did go over budget due to the July rain events that affected a large portion of the town. The overrun was for the purchase of 2 trash pumps(1 was for Highway dept), 3 sump pump kits to assist residents with flooded basements and replenishment of traffic cones for road closures and danger areas. I feel we can keep the budget flat due to much of Emergency management is conducted by the Fire department and is supported in part by that budget

Marshall W Gale
Emergency Management Director
Town Health Officer

**Town of Antrim
Budget Worksheet**

Account #	Account Name	2023	2024
4290	<u>Emergency management</u>		Proposed
01-4920-01-887	Salaries	\$3,500.00	\$3,500.00
01-4290-04-610	Training & Supplies	\$1,000.00	\$1,000.00
	Health/Covid	\$1,000.00	\$1,000.00
	Total		
		\$5,500.00	\$5,500.00

**PUBLIC ATTENDEES FOR
BOARD OF SELECTMEN'S Meeting
Wednesday September 27, 2023**

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