



**Town of Antrim**  
Select Board Meeting Minutes  
November 13, 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**

The minutes of November 6<sup>th</sup> were tabled until the next meeting.

**Donna Lane – CDBG Q & A**

Mr. Edwards asked several questions concerning the performance bond, its oversight, and the responsibility of the Town. Ms. Lane explained that it's more like a performance mortgage for 20 years and acts as a performance lien that enforces the purpose of the CDBG loan which is to provide affordability for low to moderate housing needs. If the project is sold during the performance period, the new owner is still required to maintain the purpose of the loan - affordable low to moderate income housing and the lien will ensure that it does until the performance period (20-years) is met. Ms. Lane also explained that the decision to reimburse the town the funding amount in 60 years is new to her 40 years of experience with managing CDBG projects.

**Transfer Station Budget**

Recycling Center Manager, Clark Craig, briefed the Board on the proposed 2024 budget (see attached). The overall budget is up approximately \$20,000, or 9%. Increases in hauling and disposal costs accounted for \$14,400, or 71% of the cost increases.

**Highway Budget**

Retired Road Agent Jim Plourde briefed a budget he had assembled prior to his retirement. The Board briefly discussed the budget and asked that the new Road Agent, Tyler Tommila, review the submission, add commentary, adjust, and return for the next meeting. The Board reviewed Highway activity report provided by Mr. Tommila.

**Administration Budget**

The TA noted that the budget increase (see attached) for admin is approximately \$4,200, or 2.3% from the previous year. Wage increases, audit, and town report costs represented the largest increases.

**Rubin – Timber Tax Abatement**

The Board reviewed the request while the TA explained to Mr. Rubin how the timber tax was calculated. Mr. Edwards asked Mr. Rubin if he agreed with the amount of wood that was cut and if

he also agreed with the calculation of the timber tax. Mr. Rubin replied in the affirmative. The Board declined to abate the timber tax.

### **Grapevine Lease**

Grapevine Executive Director, Melissa Gallagher, briefed the Board on the regional planning shop's recommendation to conduct a asset management plan as part of a CDFA grant submission. Ms. Gallagher explained that a long-term lease commitment from the Town and a letter of endorsement supporting the project is necessary. The Board directed the TA to submit the lease to town counsel for review and adjustment to include a 20-year lease.

### **Town Administrator Update**

#### **Tri Town Pit**

The TA provided handouts relative to usage and reported that he attended a meeting with the Francestown and Bennington TA's about the Tri-Town Pit. The Board discussed the long history of the pit and the previous meetings of the combined Town's Selectmen. While each Town's share of the gravel in the pit was established within an agreement, Francestown continued to use more than its allotted share. The Board agreed to schedule another meeting with the other Board's.

### **ITW Cell Phone Service History**

The Board reviewed a complaint from the Franklin Pierce Lake Association about cell phone service in the area around route 9, despite the presence of a cell tower. The Board reviewed the ZBA history that granted a variance for the project along with the planning board's approval. Finally, they reviewed the personal wireless service facility ordinance. The TA was directed to contact ITW and solicit their feedback and compliance under the ordinance.

### **GIS Data Conversion Services - Redux**

Though previously discussed and approved, the TA alerted the Board of his intent to proceed.

### **Laptop Purchase Request**

The Board reviewed the request, given the age of the assets, purchase by the employee was approved in the amount of \$325, as estimated by Twin Bridge Services.

### **Meetings Attended**

Mr. Edwards attended a water & sewer meeting where an enlarged ROW is needed for the water line to run through. Mr. Ott attended a Parks & Rec meeting where the topic of discussion was the Gregg Lake Beach improvement project.

### **Other Business**

The Board discussed the need to review Town owned lots with an eye towards selling them.

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

Ms. Hanson made the motion to convene in non-public session under RSA 91-A:3 II (b) to discuss a candidate for the Police Chief position. Mr. Edwards seconded the motion. The vote was unanimous and so moved. Roll call vote; Bob Edwards, yes, Donna Hanson; yes, Mike Ott, yes. The Board convened in non-public session at approximately 1930.

The Board convened in non-public session at approximately 1930.

The Board reconvened in public session at approximately 2100

**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 approximately 2100.

Respectfully submitted,  
/s/ Russell McAllister

Account Number	Account Description	Budget 2023	Expended	Proposed 2024	\$ Diff	% Diff	
01-4324-01-570	ARTS Landfill Monitoring	4,800.00	3,489.32	4,800.00	-	0.00%	0.00%
01-4324-02-681	ARTS Uniforms	600.00	600.00	600.00	-	0.00%	0.00%
01-4324-04-110	ARTS Salaries	79,200.00	64,191.12	81,750.00	2,550.00	3.22%	12.66%
01-4324-04-341	ARTS Telephone	300.00	264.79	300.00	-	0.00%	0.00%
01-4324-04-394	ARTS Recyclables	30,000.00	29,820.59	32,500.00	2,500.00	8.33%	12.41%
01-4324-04-395	ARTS C & D	30,000.00	17,250.68	38,000.00	8,000.00	26.67%	39.70%
01-4324-04-396	ARTS Bailing Wire	1,500.00	-	1,500.00	-	0.00%	0.00%
01-4324-04-397	ARTS Glass	3,000.00	300.00	3,000.00	-	0.00%	0.00%
01-4324-04-398	ARTS Tires	2,000.00	-	2,200.00	200.00	10.00%	0.99%
01-4324-04-399	ARTS Waste	55,000.00	44,573.08	61,400.00	6,400.00	11.64%	31.76%
01-4324-04-610	ARTS Supplies	2,500.00	950.30	2,500.00	-	0.00%	0.00%
01-4324-04-635	ARTS Fuel	2,000.00	909.24	2,000.00	-	0.00%	0.00%
01-4324-04-661	ARTS Repairs	3,500.00	845.00	4,000.00	500.00	14.29%	2.48%
01-4324-04-665	ARTS Hazardous Waste Day	3,500.00	2,062.38	3,500.00	-	0.00%	0.00%
		<b>217,900.00</b>	<b>165,256.50</b>	<b>238,050.00</b>	<b>20,150.00</b>	<b>9.25%</b>	

	Wages	NHRS - 13.8%	457-b	Fica/Medi
Salaries	81,750.00	-	1,560.00	6,253.88
	<b>81,750.00</b>	<b>-</b>		<b>6,253.88</b>

Health	Blended Rate - Employer	Number	Cost
Single	918.62	1	11,023.44
2-Fer	2,296.55	1	27,558.60
			<b>38,582.04</b>

457-b	1,560.00
NHRS	-
Health	38,582.04
Dental	-
Fica/Medi	6,253.88
<b>Total</b>	<b>46,395.92</b>
<b>Budget</b>	<b>238,050.00</b>
<b>Total Budget</b>	<b>284,445.92</b>

		<b>2023</b>	<b>YTD Nov</b>	<b>Proposed 2024</b>	<b>\$ Diff</b>	<b>% Diff</b>
01-4150-01-110	Admin Salaries	125,990.24	104,501.10	129,312.00	3,321.76	2.64%
01-4150-01-341	Admin Telephone	7,400.00	6,110.34	7,400.00	-	0.00%
01-4150-01-392	Admin Audit	17,250.00	19,250.00	19,250.00	2,000.00	11.59%
01-4150-01-551	Admin Town Report	850.00	951.37	950.00	100.00	11.76%
01-4150-01-610	Admin Supplies	4,000.00	4,069.42	4,000.00	-	0.00%
01-4150-01-622	Admin Equipment	4,000.00	2,254.08	3,500.00	(500.00)	-12.50%
01-4150-01-625	Admin Postage	1,300.00	1,230.67	1,300.00	-	0.00%
01-4150-01-640	Admin Payroll Service	13,000.00	9,882.18	13,000.00	-	0.00%
01-4150-01-815	Admin Due, Meeting, Subscriptions	3,000.00	2,755.75	3,000.00	-	0.00%
01-4150-01-822	Admin Mileage	1,500.00	479.46	500.00	(1,000.00)	-66.67%
01-4150-01-825	Admin Legal Ads	1,200.00	433.09	750.00	(450.00)	-37.50%
01-4150-01-890	Admin Miscellaneous	500.00	211.02	500.00	-	0.00%
01-4150-02-629	Admin - Merch Fees	1,200.00	1,963.72	2,000.00	800.00	66.67%
		<b>181,190.24</b>	<b>154,092.20</b>	<b>185,462.00</b>	<b>4,271.76</b>	<b>2.36%</b>

	<b>Hours</b>	<b>Rate</b>	<b>52 Wks</b>	<b>Fica/medi</b>	<b>457-b</b>	<b>NHRS</b>
Russ			90,000.00	6,885.00	12,636.00	-
Crystal	4	24.00	4,992.00	381.89	-	688.90
Tammy	22	30.00	34,320.00	2,625.48	-	-
			<b>129,312.00</b>	<b>9,892.37</b>	<b>12,636.00</b>	<b>688.90</b>

<b>Health</b>	<b>Blended Rate - Employer</b>	<b>Number</b>	<b>Cost</b>
Single	918.62	2	22,046.88
Dental	1,000.00	2	2,000.00
			<b>24,046.88</b>

Fica/Medi	9,892.37
NHRS	688.90
457-b	12,636.00
Health	22,046.88
Dental	2,000.00
Sub-Total	<b>47,264.14</b>
Budget	<b>185,462.00</b>
Total	<b>232,726.14</b>

**PUBLIC ATTENDEES FOR  
BOARD OF SELECTMEN'S Meeting  
Monday November 13, 2023**

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