



Town of Antrim
Select Board Meeting Minutes
November 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

Mr. Edwards made the motion to approve the minutes of November 13th. Ms. Hanson seconded the motion. The vote was unanimous and so moved.

Health Officer Annual Update

Health Officer Marshall Gale provided the Board with an annual update as required by statute explaining that the Health Officer and the Board of Selectmen constituted Antrim's Board of Health (see attached). Mr. Gale noted that 2023 proved a busy year with several challenges. Most of the issues being complaint driven.

Scott Jobe – Solar Exemption Readoption

Mr. Jobe, owner of Mainline Graphic, spoke about the issue of re-adopting the solar exemption. The current solar exemption was approved at the town meeting in 2019. At that time there was no provision in the exemption that applied to net metering. That provision was provided the following year (after January 1, 2020) as outlined in the statute below.

72:61 Definition of Solar Energy Systems. –

I. For purposes of an exemption under RSA 72:62 adopted before January 1, 2020, in this subdivision "solar energy system" means a system which utilizes solar energy to heat or cool the interior of a building or to heat water for use in a building and which includes one or more collectors and a storage container. "Solar energy system" also means a system which provides electricity for a building by the use of photovoltaic panels.

II. In a municipality that adopts or re-adopts the exemption under RSA 72:62 on or after January 1, 2020, "solar energy system" means, in addition to the definition in paragraph I, a system which utilizes solar energy to produce electricity for a building and includes all photovoltaics, inverters, and storage. Systems may be off grid or connected to the grid in a net metered or group net metered arrangement pursuant to RSA 362-A:9 or in a direct retail sale arrangement pursuant to RSA 362-A:2-a.

Mr. Jobe explained that he wanted to install a 700kW system atop his building's 47,500 sqft roof. The electric needs of the building will consume 110kW. The remaining 590kW will be sold to Eversource through the net metering program. In speaking with the assessors, he learned that the solar exemption covering net metering will need to be readopted at Town meeting for his project,

and others, to be economically feasible. The Board voiced their support and agreed to draft the appropriate warrant article language for the Town Warrant.

Shelly Nelkins – SEC Hearing

Ms. Nelkins asked if any of the Board members were going to attend the Site Evaluation Committee's December 11th meeting about the ADLS report associated with the TransAlta wind turbines in Concord. The membership explained that the Board was an interested party, but not intervenors. Mr. Edwards believed that his schedule was free and if so then he would attend.

Grapevine Lease

Grapevine Executive Director, Melissa Gallagher, explained that she had worked with the TA, who drafted a letter of support for the Board to sign as part of Grapevine's grant application to improve and expand the Aiken Street property owned by the Town. The plan is to include Avenue A within the Aiken Street property. Ms. Gallagher thanked the Board for their support in agreeing to bring another 20-year lease to Town Meeting for approval.

Gregg Lake Beach Park Project

Recreation Director Celeste Lunetta reported that the Recreation Commission received a single bid from Nichols Hill, LLC in the amount of \$179,500 for the Beach Park Project. The total project is approximately \$330,000 and the grant will cover \$165,000. The remaining match amount will come from a combination of CIP and the Wind Energy donation which together total \$97,000. The remaining amount will come from in-kind contributions. Ms. Hanson made the motion to accept the Nichols Hill bid in the amount of \$179,500 for the Gregg Lake Beach Park Project. Mr. Edwards seconded the motion. The vote was unanimous and so moved.

Town Clerk – Tax Collector Budget

Rescheduled.

Highway Budget

Road Agent Tyler Tommila briefed the HWY Department budget (see attached). Mr. Tommila explained that most of the increase in the proposed budget stems from wage increases for highway department staff of \$4/hour. He noted that if any member of his staff traveled 20 minutes to another department, they would start at \$4 more an hour than they currently earn. Mr. Tommila added another \$10k to catch up on road repairs. Increases in fuel, truck repairs, and heavy equipment repairs of \$5,000 each along with new line items for drug testing and safety clothing (PPE). Mr. Tommila noted that there was an increase in uniforms as well. He explained that current practice is to have employees purchase work clothes and be reimbursed. Currently, staff take their clothes home to wash. Given the contaminants, oil, and grease, that are laundered in the home, it is a better idea to simply have a service clean and provide a newly washed uniform on a weekly basis.

Mr. Tommila noted that the 1982 electric forklift used by the transfer station is beyond reviving or repair. The rental of a forklift is \$2,500 a month. The purchase of a used electric forklift is \$24,900 and whether it will need a battery replacement in the near term is unknown. Battery replacement cost is approximately \$6,500. A new electric forklift is \$47,290. He recommended renting a forklift during the interim and was directed to do so.

Mr. Tommila further noted that the 10-wheeler needs a new ECM (electronic control module), and that cost is \$4,800. The ECM is on order with an expected delivery date of 2 weeks.

Meetings Attended

Ms. Hanson attended a CIP meeting.

Administration Budget

Drummond & Wilson – Legal Files Disposition

The TA explained that the above law firm had old Antrim legal files and the Board can either have them sent to the office of destroyed. Given their age the Board opted for destruction.

Civic Plus Renewal

The renewal for the software contained an additional one-time fee of \$359 and that is associated with the upgrade to the platform from version 6 to version 9.

Server Installation Timeline

The new server installation involved some additional charges of \$1,900 for necessary database software upgrades to accommodate the legacy software code for MuniSmart's financial suite.

Other Business

The TA provided an update to the Pierce Lake cell tower explaining that he had contacted ownership and reminded them of their responsibility under the ordinance.

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 review a candidate application for Police Chief. 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 1920.

The Board convened in non-public session at approximately 1920.

The Board reconvened in public session at approximately 2025.

The Board decided to schedule a budget workshop on December 5th at 1100 for the highway, police, and Town clerk/Tax Collector budget with a regular meeting scheduled for December 18th.

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 at approximately 2035.

Respectfully submitted,
/s/ Russell McAllister



Town of **Antrim**
NEW HAMPSHIRE

Department of Health
Marshall W Gale -Health Officer

Date 11/27/23

Subject; Board of Health

2023 annual meeting

The 2023 required annual meeting of the town of Antrim Board of Health was held on 11/27/23 at 18:00 Hrs. at the Antrim town Hall.

Attending

Marshall W Gale Health Officer

Russel McAllister town Administrator

Mike Ott BOS

Donna Hanson BOS

Robert Edwards BOS

Every town in NH is required to appoint a local health officer. The Health officer and select board constitute the board of health for the town. I have completed all training and exams to be reappointed for 3 years

On June 9, 2021, the Governor signed HB 79 the bill into law. As a result of the passage of this bill, the following changes have been made to RSA 128:

- Health officers must complete a 3-hour training module within the first year of their appointment (provided free-of-cost by DHHS);**
- Health Officers may receive confidential data related to communicable disease provided they meet certain criteria as outlined by RSA 141-C:10 V;**
- Local Boards of Health shall meet once a year to review the state of readiness to respond to local public health issues;**
- Local Boards of Health may be requested to provide information to DHHS on the readiness to address relevant public health threats at the local level.**

Case history investigations for 2023 as of 11/27/23

2 cases of hoarding (completed)

2 cases of possible failed septic system (1 case still open)

1 case food safety/protection (completed)

2 cases foster care inspections (completed)

2 cases improper disposal of grey water camper related (1 case still open)

2 cases of housing standards/unsanitary conditions (1 case still open)

2 cases of Cyanobacteria outbreak (completed)

2 cases of mold (completed)

Marshall W. Gale
Health Officer



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Highway Department**

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2024 Budget Proposal

01-4311-02-697 HWY Streets/Repairs

This line item represents all repairs to streets, sidewalks and drainage. Reclamation and paving also comes out of this line item. The market for asphalt is always changing and too more of an upward trend so I am requesting \$10,000 more to keep on track with scheduled paving and maintenance.

Request for HWY Streets/Repairs is: \$320,000.00

01-4311-01-110 HWY Grounds Salary

This line item represents 1 full time employee who manages and maintains the grounds and helps out with building maintenance. The estimated time spent doing grounds work is 28 weeks. $23.65 \times 40 \times 28 \text{ weeks} = \$26,488.00$

Request for HWY Grounds Salary is: \$26,488.00

01-4311-02-110 HWY Salary:

This line item represents all salaries of the Highway Department including a part-time pick-up/sidewalk operator. To begin to stay competitive with area municipalities and businesses and to retain the current employees I am requesting a flat \$4.00 per hour increase across the board for all hourly employees. It is hard to find applicants to fill the open position currently and with an hourly increase for current staff it would be easier to bring on another employee and start them at a fair wage without lowering the morale of current staff.

Road Agent: Tyler Tommila	\$83,000.46
Foreman: George Johnson	\$56,160.00
Grounds Lead: Rick Fife (Includes grounds salary)	\$49,192.00
TD/Laborer: Bill Bezio	\$51,168.00
TD/Laborer: Stephen Auen	\$49,920.00
TD/Laborer: Vacant	\$49,920.00

P/T Winter Help \$14,000.00

Request for HWY Salary is \$353,360.46

01-4312-02-140 HWY Overtime

This line item represents time spent after 40 hours for winter maintenance operations and storm related events and the occasional time spent on a project that may require some extra time. This line item will stay flat for 2024.

Request for HWY Overtime is: \$45,327.00

01-4312-02-341 HWY Telephone

This line item represents costs for telephone service at the highway garage and a cell phone for the road agent and the road foreman. This account will stay flat.

Request for HWY Telephone is: \$2,500.00

01-4312-02-391 HWY Dispatching

This line item represents the cost set by Hillsboro PD Dispatch who currently dispatches after hours emergencies that are HWY related. This account will stay flat.

Request for HWY Dispatching is: \$2,200.00

01-4312-02-411 HWY Heating Oil

This line item represents heating fuel for Highway Department buildings. This account will remain flat.

Request for HWY Heating Oil is: \$6,000.00

01-4312-02-610 HWY Supplies

This line item represents purchases made for general supplies for year-round use. Examples would be Hardware, lumber, small hand tools, rags, bolts etc. Most of the supplies we need are on an upward trend as far as price and availability, I am requesting \$500.00 more in this account.

Request for HWY Supplies is: \$13,000.00

01-4312-02-622 HWY Equipment

This line item represents costs to upgrade plows, wings, small engine equipment, chainsaws, trimmers, lawn mowers, rental of equipment, plow blades, teeth and cutting edges. I want to start on a replacement schedule for small equipment and purchase a spare plow and wing for the larger trucks so if a break down occurs we can just hitch up to another plow and not lessen the level of service for winter maintenance operations. I am requesting \$500.00 more in this account.

Request for HWY Equipment is: \$21,000.00

01-4312-02-635 HWY Fuel

This line item represents all fuel, oils, gas, grease, winter treatment and DEF lubricants used by Highway Dept equipment. I am requesting an increase of \$5,000.00 because of the volatile market that fuels are in. We are lucky enough to purchase diesel and gas through the state at a discounted rate.

Request for HWY Fuel is: \$50,000.00

01-4312-02-660 HWY Vehicle Repairs

This line item represents repairs to the department's vehicles. Examples are pick-up trucks, one-ton trucks, 6- and 10-wheel dump trucks, rollers, the sidewalk tractor and small engines. Supply for parts is ever changing in a negative way, it is getting difficult to find some parts and near impossible for parts to the sidewalk tractor. Prices can change with demand as well, so I am requesting \$5,000. 00 more in this line item.

Request for HWY Vehicle Repairs is: \$50,000.00

01-4312-02-661 HWY Heavy Equip. Repairs

This line item represents the costs to repair our heavy equipment fleet which includes 2 backhoes, 1 loader, and 1 grader. The age of the loader and grader are approaching 18 years which is getting close to its useful life without spending too much time and money on maintaining the equipment. I am requesting \$5,000.00 more in this account to prepare for the more expensive maintenance costs of these machines.

Request for HWY Heavy Equip. Repairs is: \$27,500.00

01-4312-02-662 HWY Tires

This line item represents costs for tire replacement for the fleet. This account will remain flat.

Request for HWY Tires is: \$10,000.00

01-4312-02-681 HWY Uniforms

Currently the HWY employees are given a \$345.00 clothing allotment to buy pants, shirts, etc. Since the employees buy their own clothes, they have to wash them at their own time and expense. Employees are often exposed to chemicals, grease, oil, dirt, asphalt, poison ivy and other vegetation that can cause respiratory and skin irritation. Washing their clothes at home exposes their families to all the above hazards. I propose having a uniform company come in and supply the employees with clothes and launder them as well. The cost is roughly \$6,000 per year for the crew to have 11 pairs of pants, 11 shirts, 2 jackets and a pair of coveralls. This added cost will greatly increase morale with employees knowing that they have clothes supplied and each employee will not have to bring home and launder clothes again exposing families to unwanted health issues. I request \$3,930.00 more in this account.

Request for HWY Uniforms is: \$6,000.00

01-4312-02-691 HWY Cold Patch/Pugmill

This line item represents the purchase of bulk or bagged cold patch to make repairs to streets, roads, and sidewalks during winter months when it is not possible to buy hot mix. This account will remain flat.

Request for HWY Cold Patch/Pugmill is: \$5,000.00

01-4312-02-692 HWY Culverts

This line item represents the purchase of culverts, masonry supplies, and castings for repair of drainage on roads not scheduled in the current paving cycle. This account will remain flat.

Request for HWY Culverts is: \$5,000.00

01-4312-02-693 HWY Sand

This account represents the cost of yearly sand stockpile for winter maintenance operations. This account will remain flat at \$3,200.00.

Request for HWY Sand is: \$3,200.00

01-4312-03-694 HWY Gravel

This line item represents the cost to purchase gravel and other aggregates used for maintenance on paved and gravel roads, aggregates used to mitigate the effects of mud season also come out of this account. This account will remain flat.

Request for HWY Gravel is: \$35,000.00

01-4312-02-696 HWY Calcium/Salt

This line item represents costs encumbered for the use of de-icing materials. Salt is an expensive commodity coming in at \$85.00 per ton for the upcoming winter season. This winter season I plan to track storms and material use closely to fine tune this account. Based on an average winter and 25 events that require treatment I would estimate 625 tons of salt for the season. This account will remain flat.

Request for HWY Calcium/Salt is: \$35,000.00

01-4312-02-698 HWY Mowing/Chipping

This line item represents the costs for outside contractors to mow roadsides and common areas, chip/grind brush, remove/grind stumps etc. I am requesting \$2,000.00 more in this account because of the likelihood that our sidewalk tractor used for roadside mowing may not make the season. I want to try having a contractor mow our roadsides to see how much benefit it would give the town as we would not have to maintain the equipment or use our own forces to mow roadsides.

Request for HWY Mowing/Chipping is: \$12,000.00

01-4312-02-711 HWY Crosswalks/Catch Basins

This line item represents costs for pavement markings, stop bars and crosswalk painting. Also out of this account is the cost of a contractor to vacuum clean catch basins in town to keep sediment and other debris out of our enclosed drainage system. I am requesting \$2,000.00 more in this account to ensure we can clean as many catch basins as possible for the longevity of the system.

Request for HWY Crosswalks/Catch Basins is: \$10,000.00

Tyler L. Tommila
Road Agent

Account		Budget 2023	YTD 10262023	Proposed	\$ Diff	% Diff	% Total Increase
01-4311-02-697	HWY Streets/Repairs	310,000.00	151,300.83	320,000.00	10,000.00	3.23%	10.77%
01-4312-01-110	HWY Grounds Salary	23,337.00	9,868.46	26,488.00	3,151.00	13.50%	3.39%
01-4312-02-110	HWY Salary	302,868.00	204,503.65	353,360.46	50,492.46	16.67%	54.37%
01-4312-02-140	HWY Overtime	45,327.00	35,852.03	45,327.00	-	0.00%	0.00%
01-4312-02-341	HWY Telephone	2,500.00	1,741.01	2,500.00	-	0.00%	0.00%
01-4312-02-391	HWY Dispatching	2,200.00	2,000.00	2,200.00	-	0.00%	0.00%
01-4312-02-411	HWY Heat oil	6,000.00	3,863.54	6,000.00	-	0.00%	0.00%
01-4312-02-610	HWY Supplies	12,500.00	5,761.36	13,000.00	500.00	4.00%	0.54%
01-4312-02-622	HWY Equipment	20,500.00	2,757.50	21,000.00	500.00	2.44%	0.54%
01-4312-02-635	HWY Fuel	45,000.00	43,017.93	50,000.00	5,000.00	11.11%	5.38%
01-4312-02-660	HWY Vehicle Repairs	45,000.00	47,382.80	50,000.00	5,000.00	11.11%	5.38%
01-4312-02-661	HWY Heavy Equip. Repairs	22,500.00	19,874.06	27,500.00	5,000.00	22.22%	5.38%
01-4312-02-662	HWY Tires	10,000.00	1,359.90	10,000.00	-	0.00%	0.00%
01-4312-02-681	HWY Uniforms	2,070.00	1,725.00	6,000.00	3,930.00	189.86%	4.23%
01-4312-02-691	HWY Cold Patch/Pugmill	5,000.00	-	5,000.00	-	0.00%	0.00%
01-4312-02-692	HWY Culverts	5,000.00	2682.08	5,000.00	-	0.00%	0.00%
01-4312-02-693	HWY Sand	-	3200	-	-	0.00%	0.00%
01-4312-02-694	HWY Gravel	35,000.00	1,611.24	35,000.00	-	0.00%	0.00%
01-4312-02-696	HWY Calcium/ Salt	35,000.00	17,191.67	35,000.00	-	0.00%	0.00%
01-4312-02-698	HWY Mowing/Chipping	10,000.00	2,933.93	12,000.00	2,000.00	20.00%	2.15%
01-4312-02-711	HWY Crosswalks/Catch basins	8,000.00	8,000.00	10,000.00	2,000.00	25.00%	2.15%
01-4312-02-890	HWY Misc.	2,000.00	3,350.04	2,000.00	-	0.00%	0.00%
NEW LINE ITEM	HWY CDL/D/A Testing	-		1,500.00	1,500.00	0.00%	1.62%
NEW LINE ITEM	HWY Safety/PPE	-		3,800.00	3,800.00	0.00%	4.09%
	TOTAL	949,802.00	569,977.03	1,042,675.46	92,873.46	9.78%	100.00%

	wages	NHRS - 13.53%	Fica/Medi	NHRS	57,099.91
Salary	353,360.46	47,809.67	27,032.08	Health	104,502.10
Grounds Salary	23,337.00	3,157.50	1,785.28	Dental	13,000.00
Overtime	45,327.00	6,132.74	3,467.52	Fica/Medi	32,284.87
	422,024.46	57,099.91	32,284.87	Total	206,886.88
				Budget	1,042,675.46
				Total Budget	1,249,562.34

Health	Blended Rate - Employer	Number	Cost	Dental 1k
Single	918.62	1	11,023.44	1,000.00
Twofer	1,837.24	1	22,046.88	2,000.00

Family	2,480.27	3	71,431.78	10,000.00
			104,502.10	13,000.00

	Health	2023	2024	Blended	Emp 80%
single		1,020.69	1,275.86	1,148.28	918.62
twofer		2,041.38	2,551.72	2,296.55	1,837.24
Family		2,755.86	3,444.82	3,100.34	2,480.27