

Town of Antrim<br>Select Board Meeting Minutes<br>December 5, 2023<br>11:00AM

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 minutes of November $27^{\text {th }}$. Mr. Edwards seconded the motion. The vote was unanimous and so moved.

## Town Clerk - Tax Collector Budget

Town Clerk / Tax Collector Diane Chauncey presented her budgets (see attached). Ms. Chauncey explained that there are four elections in 2024 and costs for election supplies, Supervisor and Ballot Clerk salaries increased as a result. There is also an addition of a part-time salary of $\$ 2,700$ to help with mailings for registration renewals, tax bills and water \& sewer bills. Total costs are up $\$ 10,136$. The Tax Collector's budget remained flat with a $\$ 3,400$ increase in wages.

## Antrim Community Board

Helene Newbold presented the requested budget for the Antrim Community Board (see attached). The total amount requested is $\$ 3,900$. Contracted services for building the community asset inventory represents the bulk of the request at $\$ 3,600$. The ACB is looking to install lighting in the swap shop for $\$ 100$ and to supply the electricity needs with a 1500 W generator with a cost of $\$ 150$. Printing flyers for the 2024 Community Fair and Open House represents $\$ 100$.

## Highway Budget

Road Agent Tyler Tommila briefed the HWY Department budget (see attached). Mr. Tommila explained that he had reworked some of the numbers to help decrease the proposed budget. The Board discussed decreasing the OT line item and Mr. Tommila agreed to the \$15,000 decrease. Other decreases are in supplies, equipment cold patch and gravel for a total reduction of $\$ 40,000$. The overall budget increased $4.1 \%$, or $\$ 39,738$.

## Police Department Budget

OIC Scott Lester briefed the budget explaining the current changes reflect the loss of the Prosecutor and that role now being assumed by a prosecutor within the police department (see attachment). Wage and salary increase represents the greatest share of the $\$ 83,750$ increase, due to the inclusion of the prosecutor's duties within the department.

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

Mr. Edwards made the motion to convene in non-public session under RSA 91-A:3 II (b) to review a candidate application for Police Chief. Ms. Hanson 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 1210.

The Board convened in non-public session at approximately 1210.
The Board reconvened in public session at approximately 1230.
The Board decided to schedule their next meeting for December $20^{\text {th }}$ with a non-public to interview a police chief candidate at 1700 .

## 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 1255.

Respectfully submitted,
/s/ Russell McAllister

| PUBLIC ATTENDEES FOR BOARD OF SELECTMEN'S Meeting Monday December 5, 2023 |  |
| :---: | :---: |
| PrIIT NAME | REPRESENTING |
| PLEASE PRINT |  |
| Tyter Tommars | Highwart |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |


| Account Number | Account Description | Budget 2023 | $\boldsymbol{E x p} 11 / 1$ | Proposed 2024 | \$ Diff | \% Diff |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 01-4140-01-110 | TC Salaries | 41,288.00 | 28,745.04 | 44,824.00 | 3,536.00 | 8.56\% |
| 01-4140-01-301 | TC Fees to State | 300.00 | 1,214.00 | 3,000.00 | 2,700.00 | 900.00\% |
| 01-4140-01-610 | TC Supplies | 1,300.00 | 280.50 | 1,300.00 | 0.00 | 0.00\% |
| 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 | 650.00 | 30.00 | 650.00 | 0.00 | 0.00\% |
| 01-4140-01-890 | TC Miscellaneous | 250.00 | 232.84 | 250.00 | 0.00 | 0.00\% |
| 01-4145-01-130 | Supervisor's Salaries | 500.00 | 420.00 | 1,500.00 | 1,000.00 | 200.00\% |
| 01-4145-01-610 | Election Supplies | 500.00 | 3545.40 | 2,000.00 | 1,500.00 | 300.00\% |
| 01-4145-01-825 | Election Legal Advertising | 90.00 | 50.00 | 90.00 | 0.00 | 0.00\% |
| 01-4145-01-890 | Election Miscellaneous | 300.00 | 234.28 | 900.00 | 600.00 | 200.00\% |
| 01-4145-02-130 | Election Ballot Clerks | 400.00 | 575.00 | 1,200.00 | 800.00 | 200.00\% |
|  | Total | 48,578.00 | 4,824.68 | 58,714.00 | 10,136.00 | 20.87\% |
|  | hours | rate | 52 wks |  | NHRS | 6,185.71 |
| Diane | 17 | 30.00 | 26,520.00 |  | Health | - |
| Crystal | 16 | 22.00 | 18,304.00 |  | Dental | - |
|  |  |  | 44,824.00 |  | Fica/Medi | 3,621.33 |
|  |  |  |  |  | Total | 9,807.04 |
|  | Wages | NHRS - 13.8\% | Fica/Medi |  | Budget | 58,714.00 |
| TC Salaries | 44,824.00 | 6,185.71 | 3,415.59 |  | Total Budget | 68,521.04 |
| Other Salaries | 2,700.00 | - | 205.74 |  |  |  |
|  | 47,524.00 | 6,185.71 | 3,621.33 |  |  |  |
| Health | Blended Rate Employer | Number | Costs | Dental |  |  |
| Single | These components accounted for under Tax Collector Expenditures. |  |  |  |  |  |


| Account Number | Account Description | Budget 2023 | Exp 11/1 | Proposed 2024 | \$ Diff | \% Diff |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 01-4151-01-110 | TX Salaries | 42,640.00 | 31,934.79 | 45,552.00 | 2,912.00 | 6.83\% |
| 01-4151-01-342 | TX Misc Fees | 500.00 | 599.02 | 500.00 | 0.00 | 0.00\% |
| 01-4151-01-393 | TX Titles Searches | 3,000.00 | 1,979.98 | 3,000.00 | 0.00 | 0.00\% |
| 01-4151-01-610 | TX Supplies | 250.00 | - | 250.00 | 0.00 | 0.00\% |
| 01-4151-01-625 | TX Postage | 2,500.00 | 2,274.27 | 2,500.00 | 0.00 | 0.00\% |
| 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 | 49,140.00 | 37,115.74 | 52,552.00 | 3,412.00 | 6.94\% |
|  | hours | rate | 52 wks |  | NHRS | 6,286.18 |
| Diane | 18 | 30.00 | 28,080.00 |  | Health | 9,610.20 |
| Crystal | 16 | 21.00 | 17,472.00 |  | Dental | 2,000.00 |
|  |  |  | 45,552.00 |  | Fica/Medi | 3,471.06 |
|  |  |  |  |  | Total | 21,367.44 |
|  | wages | NHRS - 13.8\% | Fica/Medi |  | Budget | 52,552.00 |
| Salaries | 45,552.00 | 6,286.18 | 3,471.06 |  | Total Bud | 73,919.44 |


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

TO: Antrim Selectboard


FROM: Gordon Allen, Antrim Community Board
RE: Antrim Community Board 2024 Budget Request
DATE: December 4, 2023
I. Contracted Services for Building the Community Asset Inventory \$3,600

Explanation: Funds for a contracted person for 12 hours per month at $\$ 25$ per hour. This is to set up an average of one small group "kitchen table" meeting of 4-8 people per week to connect people in their neighborhoods and to complete the ACB Community Asset Survey:
https://www.antrimnh.org/antrim-community-board/webforms/take-survey-clicking-here
Results: These meetings will enable us to add a minimum of 260 new people (at five adds per meeting - with a goal of 350 total) to the ACB Community Asset Inventory. These additions will contain complete survey information plus valuable data on each person's interests, ideas, skills, and willingness to volunteer coming from the meeting discussions. The more volunteers we have in the ACB Community Asset Inventory, the more we can do.
Note 1: To protect privacy, we are not required under RSA-91-A to make the Community Asset Inventory of persons available to the public. No personal information in the Inventory will be shared without the express approval of the person.
Note 2: We ran four of these small group meetings before Covid hit and they were very successful, so we know they will work.

## II. Six 42W 4400 Lumen LED Shop Lights powered by a 1500W Generator for the Swap Shop

Shop Lights (per Amazon) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
Explanation: Per Marshall Gale, generator will be 10' outside the Swap Shop. Donations
will cover the wiring will cover the wiring.

Results: The Swap Shop will have good lighting under all conditions.
III. Printing for the $\mathbf{2 0 2 4}$ Community Fair and Open House ................................. $\$ 100$

Explanation: This is for printing posters and handouts needed for these events.

$$
\text { TOTAL } 2024 \text { ACB BUDGET REQUEST* }
$$

\$3,900

[^0]
## Account

| $01-4311-02-697$ | HWY Streets/Repairs |
| :--- | :--- |
| $01-4312-01-110$ | HWY Grounds Salary |
| $01-4312-02-110$ | HWY Salary |
| $01-4312-02-140$ | HWY Overtime |
| $01-4312-02-341$ | HWY Telephone |
| $01-4312-02-391$ | HWY Dispatching |
| $01-4312-02-411$ | HWY Heat oil |
| $01-4312-02-610$ | HWY Supplies |
| $01-4312-02-622$ | HWY Equipment |
| $01-4312-02-635$ | HWY Fuel |
| $01-4312-02-660$ | HWY Vehicle Repairs |
| $01-4312-02-661$ | HWY Heavy Equip. Repairs |
| $01-4312-02-662$ | HWY Tires |
| $01-4312-02-681$ | HWY Uniforms / PPE |
| $01-4312-02-691$ | HWY Cold Patch/Pugmill |
| $01-4312-02-692$ | HWY Culverts |
| $01-4312-02-693$ | HWY Sand |
| $01-4312-02-694$ | HWY Gravel |
| $01-4312-02-696$ | HWY Calcium/ Salt |
| $01-4312-02-698$ | HWY Mowing/Chipping |
| $01-4312-02-711$ | HWY Crosswalks/Catch basins |
| $01-4312-02-890$ | HWY Misc. |
| NEW LINE ITEM | HWY CDL/D/A Testing |
|  | TOTAL |

## wages

Salary
Grounds Salary
Overtime

## Budget 2023

| 2023 | YTD 10262023 | Proposed |
| ---: | ---: | ---: |
| $310,000.00$ | $151,300.83$ | $310,000.00$ |
| $23,337.00$ | $9,868.46$ | $28,000.00$ |
| $302,868.00$ | $204,503.65$ | $342,040.00$ |
| $45,327.00$ | $35,852.03$ | $30,000.00$ |
| $2,500.00$ | $1,741.01$ | $2,500.00$ |
| $2,200.00$ | $2,000.00$ | $2,200.00$ |
| $6,000.00$ | $3,863.54$ | $6,000.00$ |
| $12,500.00$ | $5,761.36$ | $7,500.00$ |
| $20,500.00$ | $2,757.50$ | $18,000.00$ |
| $45,000.00$ | $43,017.93$ | $50,000.00$ |
| $45,000.00$ | $47,382.80$ | $47,500.00$ |
| $22,500.00$ | $19,874.06$ | $25,000.00$ |
| $10,000.00$ | $1,359.90$ | $10,000.00$ |
| $2,070.00$ | $1,725.00$ | $9,800.00$ |
| $5,000.00$ | - | $2,500.00$ |
| $5,000.00$ | 2682.08 | $5,000.00$ |
| - | 3200 | $15,000.00$ |
| $35,000.00$ | $1,611.24$ | $20,000.00$ |
| $35,000.00$ | $17,191.67$ | $35,000.00$ |
| $10,000.00$ | $2,933.93$ | $11,000.00$ |
| $8,000.00$ | $8,000.00$ | $9,000.00$ |
| $2,000.00$ | $3,350.04$ | $2,000.00$ |
| - |  | $1,500.00$ |
| $\mathbf{9 4 9 , 8 0 2 . 0 0}$ | $\mathbf{5 6 9 , 9 7 7 . 0 3}$ | $\mathbf{9 8 9 , 5 4 0 . 0 0}$ |

$342,040.00$
$28,000.00$
$30,000.00$
$\mathbf{4 0 0 , 0 4 0 . 0 0}$

NHRS-13.53\% Fica/Medi

| $46,278.01$ | $26,166.06$ |
| ---: | ---: |
| $3,788.40$ | $2,142.00$ |
| $4,059.00$ | $2,295.00$ |

30,603.06

| NHRS | $54,125.41$ |
| :--- | ---: |
| Health | $104,502.10$ |
| Dental | $13,000.00$ |
| Fica/Medi | $30,603.06$ |
| Total | $\mathbf{2 0 2 , 2 3 0 . 5 7}$ |
| Budget | $989,540.00$ |
| Total Budget | $\mathbf{1 , 1 9 1 , 7 7 0 . 5 7}$ |


| \% Diff | \% Tot Increase |
| ---: | ---: |
| $0.00 \%$ | $0.00 \%$ |
| $19.98 \%$ | $11.73 \%$ |
| $12.93 \%$ | $98.58 \%$ |
| $-33.81 \%$ | $-38.57 \%$ |
| $0.00 \%$ | $0.00 \%$ |
| $0.00 \%$ | $0.00 \%$ |
| $0.00 \%$ | $0.00 \%$ |
| $-40.00 \%$ | $-12.58 \%$ |
| $-12.20 \%$ | $-6.29 \%$ |
| $11.11 \%$ | $12.58 \%$ |
| $5.56 \%$ | $6.29 \%$ |
| $11.11 \%$ | $6.29 \%$ |
| $0.00 \%$ | $0.00 \%$ |
| $373.43 \%$ | $19.45 \%$ |
| $-50.00 \%$ | $-6.29 \%$ |
| $0.00 \%$ | $0.00 \%$ |
| $0.00 \%$ | $37.75 \%$ |
| $-42.86 \%$ | $-37.75 \%$ |
| $0.00 \%$ | $0.00 \%$ |
| $10.00 \%$ | $2.52 \%$ |
| $12.50 \%$ | $2.52 \%$ |
| $0.00 \%$ | $0.00 \%$ |
| $0.00 \%$ | $3.77 \%$ |
| $\mathbf{4 . 1 8 \%}$ | $\mathbf{1 0 0 . 0 0 \%}$ |


| 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 | $71,431.78$ | $10,000.00$ |  |  |


| Account Number | Account Description | Budget 2023 | Exp 10/23 | Proposed 2024 | \$ Diff | \% Diff | \% Total Increase |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 01-4210-01-110 | PD Salaries | 419,000.00 | 364,647.63 | 524,000.00 | 105,000.00 | 25.06\% | 125.37\% |
| 01-4210-01-140 | PD Overtime | 60,000.00 | 34,469.89 | 50,000.00 | $(10,000.00)$ | -16.67\% | -11.94\% |
| 01-4210-01-160 | PD Special Duty | 2,000.00 | 3,425.00 | 2,000.00 | - | 0.00\% | 0.00\% |
| 01-4210-01-341 | PD Telephone | 8,750.00 | 4,692.14 | 9,750.00 | 1,000.00 | 11.43\% | 1.19\% |
| 01-4210-01-342 | PD Software MIS Support | 32,000.00 | 19,356.43 | 20,000.00 | $(12,000.00)$ | -37.50\% | -14.33\% |
| 01-4210-01-391 | PD Dispatch | 30,000.00 | 28,125.00 | 32,000.00 | 2,000.00 | 6.67\% | 2.39\% |
| 01-4210-01-392 | PD Training | 7,500.00 | 5,465.77 | 7,500.00 | - | 0.00\% | 0.00\% |
| 01-4210-01-412 | PD Water | 2,000.00 | 274.34 | 2,000.00 | - | 0.00\% | 0.00\% |
| 01-4210-01-610 | PD Supplies | 3,000.00 | 1,404.16 | 3,000.00 | - | 0.00\% | 0.00\% |
| 01-4210-01-622 | PD Office Equipment | 6,500.00 | 2,177.42 | 4,500.00 | (2,000.00) | -30.77\% | -2.39\% |
| 01-4210-01-625 | PD Postage | 400.00 | 140.04 | 400.00 | - | 0.00\% | 0.00\% |
| 01-4210-01-631 | PD Repair \& Equip | 3,000.00 | 1,983.73 | 3,000.00 | - | 0.00\% | 0.00\% |
| 01-4210-01-635 | PD Fuel | 20,000.00 | 10,862.84 | 18,000.00 | (2,000.00) | -10.00\% | -2.39\% |
| 01-4210-01-660 | PD Vehicle Repairs \& Maint | 2,750.00 | 3,759.29 | 3,500.00 | 750.00 | 27.27\% | 0.90\% |
| 01-4210-01-681 | PD Uniforms | 3,000.00 | 2,775.33 | 4,000.00 | 1,000.00 | 33.33\% | 1.19\% |
| 01-4210-01-815 | PD Dues \& Subsrciptions | 500.00 | 565.00 | 500.00 | - | 0.00\% | 0.00\% |
| 01-4210-01-890 | PD General Misc | 1,200.00 | 302.17 | 1,200.00 | - | 0.00\% | 0.00\% |
|  | Total | 601,600.00 | 484,426.18 | 685,350.00 | 83,750.00 | 13.92\% | 100\% |
|  | wages | NHRS - 31.28\% | NHRS - 13.53\% |  | NHRS | 162,023.71 |  |
| Salaries- Grp II | 425,817.60 | 133,195.75 | - |  | Health | 148,816.20 |  |
| Salaries- Grp I | 97,472.00 | - | 13,187.96 |  | Dental | 11,000.00 |  |
| Overtime | 50,000.00 | 15,640.00 | - |  | Fica/Medi | 7,609.61 |  |
| Special Duty | 2,000.00 | - | - |  | Total | 329,449.51 |  |
|  | 575,289.60 | 148,835.75 | 13,187.96 |  | Budget | 685,350.00 |  |
|  |  |  |  |  | Total Budget | 1,014,799.51 |  |


|  | wages | Fica/Medi - 7.65\% |
| :--- | :---: | :---: |
| Part Time | $99,472.00$ | $\mathbf{7 , 6 0 9 . 6 1}$ |


| Health | Blended Rate - Employer | Number | Cost | Dental 1k |
| :--- | ---: | :---: | :---: | ---: |
| Single | 800.85 | 0 | - | - |
| Family | $2,480.27$ | 5 | $148,816.20$ | $11,000.00$ |
|  |  |  | $\mathbf{1 4 8 , 8 1 6 . 2 0}$ | $\mathbf{1 1 , 0 0 0 . 0 0}$ |


[^0]:    * Possible MS-636 Account? - 4589 "Other Cultural and Recreation"

