

## **TOWN OF RYE – BOARD OF SELECTMEN**

**Friday, November 1, 2019**

**8:00 a.m. to 3:00 p.m. – Rye Town Hall**

***Present: Chair Phil Winslow, Vice-Chair Keriann Roman (arrived 8:54 a.m.), and Selectman Bill Epperson***

***Others Present: Town Administrator Becky Bergeron***

### **I. Call to Order and Pledge of Allegiance**

Chair Winslow called the meeting to order at 8:05 a.m. and led the Pledge of Allegiance.

### **II. 2020 Budget Work Session**

<b>Sewer Department</b>	<b>Fund 2</b>	<b>Proposed: \$322,709</b>
	<b>4326-90</b>	<b>Accepted: \$322,709</b>

**Presented by Lee Arthur & David Kohlase**

The Sewer Budget proposed for 2020 has increased by \$34,000 from 2019, due mostly in part by the proposed implementation of a fulltime position in the Sewer Department effective July 1<sup>st</sup>, which accounts for 80% of the budget increase. The current part-time position is being eliminated, which offsets the increase in the budget. There were also minor increases in the budget for utilities and heating fuel.

There was discussion about the proposed fulltime position for the Sewer Department. It was noted that there has always been a part-time position in the department at 32 hours, which covered the administrative tasks and billing. The Clerk of the Works position has also been vacant for a number of years. Due to the work load in the department and new mandatory EPA reporting, a fulltime position is needed and is being proposed for the 2020 Budget. It was also noted that the Sewer Budget is covered by the users on the system. Overall, the user fee increase will be 7%.

The Selectmen encouraged the department to find ways to improve the processes, reduce costs and make things more effective.

**Motion by Bill Epperson to recommend \$322,709 for the Sewer Department Budget for the fiscal year 2020. Seconded by Phil Winslow. Vote: 2-0 (Selectman Roman not present for vote.)**

<b>Emergency Management</b>	<b>4290-17</b>	<b>Proposed: \$11,500</b>
<b>Presented by Police Chief Kevin Walsh</b>		<b>Accepted: \$11,500</b>

Chief Walsh highlighted the Emergency Management Budget for the Selectmen.

**Motion by Phil Winslow to recommend \$11,500 for Emergency Management. Seconded by Bill Epperson. Vote: 2-0 (Selectmen Roman not present for vote.)**

<b>Police Department</b>	<b>4210-15</b>	<b>Proposed: \$536,125</b>
<b>Presented by Police Chief Walsh</b>		<b>Accepted: \$536,125</b>

Chief Walsh reviewed his written report submitted to the Selectmen, summarizing the Police Department's activities and department improvements for 2019. He also reviewed the department's scheduling for officers and training offered to the staff. The increase to the 2020 budget for the Police Department is due

to an increase in wages. Currently, the Department has ten fulltime officers with the most recent officer coming on in June of 2019. Before that time, the department saw some vacancies in the fulltime staff, which contributes to the increase for 2020. There are currently four part-time officers with a goal of raising that number to five or six. It was noted that the overtime and replacement wages are not increasing from the 2019 budget.

**Motion by Phil Winslow to recommend \$536,125 for the Police Department Budget. Seconded by Bill Epperson. Vote: 2-0 (Selectman Roman not present for vote.)**

**Animal Control                      4414-38  
Presented by Police Chief Walsh**

**Proposed: \$37,119  
Accepted: \$37,119**

The department was without an Animal Control Officer during the months of April, May and June. A new officer was hired at that time and has been proactive in monitoring the dog activity of the beaches and the town forest. The officer has also been proactive in presenting education and awareness of Rye's dog ordinances to residents, as well as out-of-town visitors.

**Motion by Phil Winslow to recommend \$37,119 for the Animal Control Budget. Seconded by Bill Epperson. Vote: 2-0 (Selectman Roman not present for vote.)**

**Note: Keriann Roman joined the meeting at 8:54 a.m.**

**Parking Enforcement              Fund 8 Proposed:  
Presented by Police Chief Walsh**

Chief Walsh reviewed his memo submitted regarding information on parking tickets issued, collected and uncollected for 2019. He also spoke in regards to the benefits of automated parking enforcement which is being proposed in the 2020 budget. Some of the benefits include less time spent in issuing tickets, photos records of license plates and parking location, and more efficiency in overall ticket tracking. The initial software for that program will cost \$30,000. More research is needed to determine if there will be annual software support and upgrade fees. Chief Walsh noted that the system should have a payback of about four to five years because of the efficiency and tracking of unpaid tickets.

The Selectmen requested an update on the system during next year's budgeting process.

**Motion by Bill Epperson to recommend the Parking Enforcement Budget as proposed. Seconded by Keriann Roman. Vote: 3-0**

**Outside Details                      Fund 7  
Presented by Police Chief Walsh**

**Proposed: \$152,934  
Accepted: \$152,934**

Chair Winslow expressed his concern about the increase in the retirement line item, which went from \$7,000 for 2019 to \$21,000 for the 2020 budget. Chief Walsh noted that retirement is paid to senior officers who work the outside details and the line item is based on those officers working the details. It was also noted that the expenditures for 2019 has gone over budget, due to unplanned details during the year; however, the overall revenue for outside details has also increased. There was some discussion on the fees that are charged to the vendor for an outside detail; \$21.00 per hour for administration fees and \$12.00 per hour for a cruiser; along with an officer fee of \$50.00 per hour. Chief Walsh reviewed the total amount of hours that were accumulated for outside details in 2019 to date.

Chair Winslow requested that the budget for Outside Details be looked at again next year. If there is still a substantial increase in retirement expense, he would like to consider increasing the fees to help cover the costs.

It was noted by Chief Walsh that the Town is in the medium to high range, compared to other communities in the Seacoast, in what it charges for administration, cruiser and officer fees. The Town is right in the ballpark of being reasonable, while being able to cover the costs. The purpose of the revenue from the

outside details is for the purchase of cruisers and the equipment. Before 2019, the Town had not paid for a cruiser, or its equipment, over the last 13 years. The Town paid a portion of the cruiser in 2019, with all other funds coming from the outside detail administration fees and cruiser charges.

Selectman Roman questioned the purchase of a cruiser and its equipment in 2020.

Chief Walsh noted the Outside Detail Fund is back to where it should be and will cover the cost of a new cruiser in 2020.

**Motion by Phil Winslow to recommend the amount of \$152,934 for Fund 7. Seconded by Keriann Roman. Vote: 3-0**

**Public Safety Building                      4194-08**

**Proposed: \$71,875**

**Presented by Fire Chief Mark Coutreau**

**Accepted: \$71,875**

The proposed budget for the Public Safety Building will remain the same as 2019. The budget includes funds for wood repair to the building exterior.

**Motion by Phil Winslow to recommend \$71,875 for the Public Safety Building Budget. Seconded by Bill Epperson. Vote: 2-0 (Selectman Roman not present for vote.)**

**Ambulance                                      4215-19**

**Proposed: \$135,749**

**Presented by Chief Coutreau**

**Accepted: \$135,749**

There is a \$2,000 budget increase to the proposed Ambulance Budget, due to the increase in wages for call personnel. This is the fourth year of a pay adjustment that was implemented in 2017. There was some discussion regarding ambulance fees. It is estimated that the net revenue per transport is \$472.

**Motion by Phil Winslow to recommend \$135,749 for the Ambulance Budget. Seconded by Keriann Roman. Vote: 3-0**

**Fire Department                              4220-16**

**Proposed: \$1,571,651**

**Presented by Fire Chief Coutreau**

**Accepted: \$1,568,151**

Chief Coutreau reviewed the department's activity over the past year. The new pump-out ladder truck has a delivery date scheduled for May. The Fire Department staff will be trained in the operation of the truck, which will happen over a two day period by the manufacturer. The department will also have separate ladder training. The training wages come out of overtime wages committed solely to training. The training wages for the pump-out truck is approximately \$7,000 for the two days. The in-service training wages is not impacted by overtime and is already budgeted.

Chief Coutreau spoke in regards to the jetski program, which was very successful last season. The department had five rescue calls, including two calls a mile out to sea. Chief Coutreau thanked the N.H. Port Authority, Portsmouth Coast Guard, Atlantic Watersports and Summer Sessions for their support and involvement with the program. Chief Coutreau went on to talk about the training needed by staff for the jetski program.

It was noted there will be an increase in medical coverage for 2020 of 9.3%.

The selectmen reviewed the line items for the proposed Fire Department Budget. It was agreed to lower the Equipment line item to \$9,000 from the proposed \$10,000. It was also agreed to lower Radio Radar Pagers line item to \$1,500 from the proposed \$3,000. The Vehicles and Repairs line item was also reduced to \$14,000 from the proposed \$15,000.

**Motion by Phil Winslow to recommend the amount of \$1,568,151 for the Fire Department Budget. Seconded by Keriann Roman. Vote: 3-0**

**Beach/Lifeguards 4520-52 Proposed: \$72,790**  
**Presented by Chief Coutreau Accepted: \$70,790**

Chief Coutreau gave a quick update on the lifeguard staffing for the 2019 season. He noted that equipment purchases may increase from previous years because of the need to replace and update some equipment.

It was agreed to lower the Supplies and Disposables line item to \$1,500 from \$3,500.

After some discussion, it was agreed to keep the Equipment line item at \$1,500.

**Motion by Phil Winslow to recommend \$70,790 for the Lifeguard Budget. Seconded by Bill Epperson. Vote: 3-0**

**Town Custodian 4194-02 Proposed: \$90,667**  
**Presented by Public Works Director Dennis McCarthy Accepted: \$90,667**

The custodian position was filled last year. It is now a fulltime position, as it was only part-time in 2018. There is an increase in the Materials and Supplies line item because there is a person in the position to start making repairs.

Director McCarthy spoke in regards to some of the projects the custodian has been working on since being hired.

**Motion by Keriann Roman to recommend the Town Custodian Budget as presented. Seconded by Phil Winslow. Vote: 3-0**

**Public Works Building 4194-06 Proposed: \$15,670**  
**Presented by Director McCarthy Accepted: \$15,670**

The budget for the Public Works Building is increased slightly for 2020 based on heating costs for 2019. There is also an increase in the Maintenance and Supplies line item.

**Motion by Phil Winslow to recommend \$15,670 for the Public Works Building Budget. Seconded by Keriann Roman. Vote: 3-0**

**Public Works Personnel 4312-23 Proposed: \$750,050**  
**Presented by Director McCarthy Accepted: \$746,750**

It was noted that some expenses for the Town Custodian are covered under this budget, such as overtime wages and uniforms. The Temporary Help line item was discussed. It was agreed to reduce this line to \$7,500.

**Motion by Phil Winslow to recommend the amount of \$746,750 for the Public Works Personnel Budget. Seconded by Keriann Roman. Vote: 3-0**

**Public Works Operation 4312-24 Proposed: \$640,590**  
**Presented by Director McCarthy Accepted: \$627,590**

The Paving Line item is proposed to be increased by \$40,000 which is the biggest part of the increase to the budget. There is a proposal in Capital Outlay for funds to redo the pavement study. It is anticipated that the Town will be looking at doing more paving based on the outcome of that study.

It was agreed to reduce the Sand and Salt line item to \$75,000. It was also agreed to lower the Vehicles Fuel and Oil line item to \$25,000. The Drainage line item was reduced to \$5,000.

**Motion by Phil Winslow to recommend \$627,590 for the Public Works Operation Budget. Seconded by Keriann Roman. Vote: 3-0**

**Street Lighting** 4316-27

**Proposed: \$10,000**

**Presented by Director McCarthy**

**Accepted: \$10,000**

The budget for 2020 still carries funds for fixture maintenance to finish replacement of the fixtures. It is anticipated that that line item will decrease after 2020 if that work can be completed.

**Motion by Keriann Roman to recommend the Street Lighting Budget as presented. Seconded by Phil Winslow. Vote: 3-0**

## Solid Waste Collection 4323-33

**Proposed: \$271,960**

**Presented by Director McCarthy**

**Accepted: \$267,385**

The Temporary Help line increased in 2019 so it is proposed to remain increased in the 2020 budget. The Replacement and Improvements line item will remain the same as 2019. This fund is used to replace one of the dumpsters and/or container at the end of the year. One of the paver containers is being replaced in 2019. It was agreed to lower the Temporary Help line to \$30,000.

**Motion by Keriann Roman to recommend the Solid Waste Collection Budget as amended at \$267,385. Seconded by Phil Winslow. Vote: 3-0**

## Solid Waste Disposal 4324-34

**Proposed: \$258,035**

**Presented by Director McCarthy**

**Accepted: \$258,035**

Director McCarthy noted the contract for the solid waste tipping is expiring. It looks like the rates will be increasing over the next five years by 5% to 6%. Solid waste is driven by recycling, which is in a huge flux. Many towns have gone to single stream and are paying twice what Rye pays to get rid of trash. Rye is paying \$60 to \$70 per ton to dispose of it in the landfill. It was also noted that if a load is found to be contaminated in any way, it will be sent back to the town and the shipping has to be paid for again. Rye's staff at the transfer station is very thorough in handling the trash and recycling, which can be labor intensive. The Town has been able to get rid of things, while also getting some returns, because the materials are fairly pure and the shippers in the industry know that. The Town has been paying to haul glass, which is expensive to get rid of. In past years, the Town was making \$15 per ton on glass and now Rye is paying \$15 per ton. It is very hard to get rid of glass because of the limited places that take it. The Town is going to continue to try and get rid of glass but also start crushing it. By crushing the glass, it will be another hand operation that will require more time. Crushed glass can be used for sand, fill and pipe bedding.

The Transportation line was rebid. The Town was paying \$135 but it has increased to \$225 at a minimum, which is a 60% increase.

**Motion by Phil Winslow to recommend \$258,035 for the Solid Waste Disposal Budget. Seconded by Keriann Roman. Vote: 3-0**

**Land Management** 4520-55

**Proposed: \$46,225**

**Presented by Director McCarthy**

**Accepted: \$46,225**

The budget always carries \$10,000 for care of trees. This is expended at the end of the year and will show up as a prior year encumbrance. The Public Works Department maintains a list of trees during the year that should be removed from the right-of-way. If the tree is an immediate hazard, it will be removed right away. The remaining trees will be taken care of the last two weeks of the year.

**Motion by Keriann Roman to recommend the Land Management Budget as presented. Seconded by Phil Winslow. Vote: 3-0**

**Beach Cleaning Fund                      Fund 12**

**Proposed: \$36,790**

**Presented by Director McCarthy**

**Accepted: \$36,790**

The \$4,000 increase in the budget for 2020 is primarily due to seasonal wages and contracted services.

**Motion by Keriann Roman to recommend the Beach Cleaning Fund as presented. Seconded by Phil Winslow. Vote: 3-0**

**Building Inspector                      4240-18**

**Proposed: \$239,550**

**Presented by Peter Rowell & Chuck Marsden**

**Accepted: \$236,750**

It was noted that revenues over 2019 have increased substantially in the office. The Building Department has taken in \$304,000 as of the end of October, as opposed to just above \$200,000 in past years. The proposed consulting fees have been decreased in the budget for 2020 because the pump-out ordinance is winding down. Contracted Services covers the Town's septic consultant who reviews test pits and septic plans before they are sent to the State.

There was some discussion on the Software Licensing Fees line item.

It was agreed to reduce the Professional Training line to \$2,000 from \$2,500. The Overtime Wages covers a Building Inspector's wages when attending the Board of Adjustment meetings held after regular hours. It was suggested that the ZBA present their questions to the Building Department ahead of time so the Building Inspector does not have to attend every meeting to help cut cost in this line. It was agreed to leave \$1,000 in this line in case of a contentious matter before the Board.

**Motion to recommend the Building Inspector Budget at \$236,750. Seconded by Bill Epperson.**

**Vote: 3-0**

**Board of Adjustment                      4191-10**

**Proposed: \$13,233**

**Presented by Planning/Zoning Administrator Kim Reed**

**Accepted: \$13,233**

There are no proposed changes to the 2020 Board of Adjustment Budget.

**Motion by Keriann Roman to recommend the Board of Adjustment Budget as presented. Seconded by Phil Winslow. Vote: 3-0**

**Planning Board                              4191-11**

**Proposed: \$163,183**

**Presented by Planning/Zoning Administrator Kim Reed**

**Accepted: \$163,183**

The changes to the proposed budget are due to the increase in the Wages, FICA and health insurance lines. The operating budget will remain the same as 2019. The Consulting line item covers Town counsel fees that are not charged to an applicant through escrow; such as, consultations on a process of an application or drafting of proposed zoning amendments. This line item also covers Attorney Donovan's fees for attending Planning Board meetings. Planning Administrator Reed agreed to ask Attorney Donovan if his time spent at a Planning Board meeting could be paid from escrow, as requested by Selectman Roman.

**Motion by Phil Winslow to recommend \$163,183 for the Planning Board Budget. Seconded by Keriann Roman. Vote: 3-0**

*\*Please see minutes below for amendment*

**Executive Office                              4130-01**

**Proposed: \$280,073**

**Presented by Town Administrator Becky Bergeron**

**Accepted: \$200,723**

It was noted that there was a big change in adjustments to benefits, as the town administrator position is changing from part-time to fulltime with benefits. There is also an increase in benefits to a family plan in health care and dental benefits to cover the executive position. The remaining parts of the budget are staying the same as 2019.

The town administrator and executive assistant positions are based on the COLA, as approved by the selectmen, with executive assistant starting at appropriate grade.

The Board agreed that further information regarding salaries was needed.

**Motion by Keriann Roman to recommend 4130-01 except for salaries, which will be determined on November 11<sup>th</sup>. Seconded by Phil Winslow. Vote: 3-0**

**Assessing Office 4150-20**

**Proposed: \$179,955**

**Presented by Town Administrator Bergeron**

**Accepted: \$179,955**

The wages reflect a 2% increase for COLA. The budget also reflects an increase in the health and dental benefits. The contract with MRI has been renewed for assessing services.

**Motion by Keriann Roman to recommend the Assessing Office Budget as presented. Seconded by Phil Winslow. Vote: 3-0**

**Finance Office 4150-21**

**Proposed: \$170,863**

**Presented by Town Administrator Bergeron**

**Accepted: \$170,863**

The salary line is consistent with the new finance administrator position. The treasurer stipend reflects the 2% COLA. The health insurance line has decreased due to the change from a family to a single plan. There is no increase in auditing. A 3% increase for BMSI software has been applied to the budget. The remaining parts of the budget will remain the same as 2019.

**Motion to recommend \$170,863 for the Finance Officer Budget. Seconded by Keriann Roman. Vote: 3-0**

**Legal 4153-04**

**Proposed: \$130,000**

**Presented by Town Administrator Bergeron**

**Accepted: \$130,000**

The proposed budget for 2020 will remain the same as 2019.

**Motion by Phil Winslow to recommend \$130,000 for the Legal Budget. Seconded by Keriann Roman. Vote: 3-0**

**Town Hall Building 4194-07**

**Proposed: \$32,025**

**Presented by Town Administrator Bergeron**

**Accepted: \$32,025**

The Historic Structures Report recommended sealing the foundation of the building. This is included in the Maintenance line at \$10,000. The panic buttons will be upgraded and the front door will be key padded. There are no other major changes to the budget for 2020.

**Motion by Phil Winslow to recommend \$32,025 for the Town Hall Building Budget. Seconded by Keriann Roman. Vote: 3-0**

**Insurance 4196-12**

**Proposed: \$164,263**

**Presented by Town Administrator Bergeron**

**Accepted: \$164,263**

There is a decrease in unemployment insurance due to the fact that there are not a lot of involuntary separations. There was an increase in worker's compensation due to the losses occurred in 2019, which will reflect in 2020.

**Motion by Keriann Roman to recommend the Insurance Budget as presented. Seconded by Phil Winslow. Vote: 3-0**

**Conservation Commission 4611-53**

**Proposed: \$90,000**

**Presented by Sally King & Jaci Grote**

**Accepted: \$82,500**

The proposed budget will remain stable, as it has in the last several years. The line item for consulting fees has been increased by \$5,000 to cover legal expenses, which is expected to continue to be an issue. To cover the increase to consulting fees, other areas of the budget have been decreased to account for that; signs, saltmarsh restoration, and town forest line items. It was agreed to bring the Land Acquisition line

item down to \$30,000. It was noted that the barn at Goss Farm needs to be repaired. Those funds will come from the Property Maintenance line.

There was discussion on how the barn can be used. The Conservation Members also spoke to the selectmen in regards to land management plans for 2020.

It was agreed to reduce the Town Forest line by \$2,500.

**Motion by Phil Winslow to recommend the Conservation Commission Budget for \$82,500 as amended. Seconded by Keriann Roman. Vote: 3-0**

**Regional Agencies 4197-22**

**Proposed: \$56,440**

**Presented by Town Administrator Bergeron**

**Accepted: \$0**

There was only one increase in requests submitted, which was for 'Meals on Wheels'. In 2019, 34 families benefited from regional agencies. There were 3,778 meals delivered to Rye residents and 3,589 safety checks were conducted by agencies.

There was discussion on this being funded by warrant article instead of being included in the Town's operating budget. It was agreed that this should be brought to the voters and will be presented at the Deliberative Session in February.

**General Government 4199-26**

**Proposed: \$114,280**

**Presented by Town Administrator Bergeron**

**Accepted: \$114,280**

Ms. Bergeron noted that \$1,900 needs to be added to the Joint Loss Management line. The IT line item is increasing significantly to include the service contract with Rockport and some upgrades that have been recommended for 2020. Ms. Bergeron spoke in regards to the upgrade of the Town's server, which is being proposed for 2020.

**Motion by Keriann Roman to recommend \$114,280 for the General Government Budget. Seconded by Phil Winslow. Vote: 2-0 (Bill Epperson not present for vote.)**

**Library 4550-58**

**Proposed: \$717,146**

**Presented by the Library Trustees & Library Director Andrew Richmond**

**Accepted: \$717,143**

The selectmen reviewed the Library Budget presented. The proposed wages will increase due to the 2% COLA. There are currently 11 library employees with 5 being fulltime. The health insurance expenses will be increasing due to the 9.3% rate increase and the change of a single plan to a two-person plan. It was agreed to lower the software licensing fees to \$10,000 from \$12,000. It was agreed to lower heating fuel to \$10,000. The most significant expense for the budget, beyond salaries and health insurance, is Media which is anything that is circulated in the library. This has been flat for the past few years because all the revenue from book sales, copies and faxes are put back into the fund. There was discussion on the circulation process for the library.

**Motion by Phil Winslow to recommend \$717,143 for the Library Budget. Seconded by Keriann Roman. Vote: 3-0**

**Health 4411-37**

**Proposed: \$5,590**

**Presented by Town Administrator Bergeron**

**Accepted: \$5,590**

There is a 2% increase to the wage line for the health officer and some additional fees to cover any costs in this budget.

**Motion by Keriann Roman to recommend the Health Budget as presented. Seconded by Phil Winslow. Vote: 3-0**



**Direct Assistance** 4442-44

**Proposed: \$36,300**

**Presented by Town Administrator Bergeron**

**Accepted: \$36,300**

Ms. Bergeron noted these services are provided by the City of Portsmouth. Rye's cases have requiring more time from Portsmouth, so it is unsure how long they will be able to provide services. In the future, Rye may be looking at another agency or partnering with New Castle and/or North Hampton.

**Motion by Phil Winslow to recommend \$36,300 for the Direct Assistance Budget. Seconded by Keriann Roman. Vote: 3-0**

Parsonage Fund 5

It was noted the lease for the Parsonage is ending May 31<sup>st</sup>. Any expenses for repairs or maintenance that may occur could be taken from Capital Reserves or the fund balance in Fund 5.

**Debt Service** **4711-67 – 4790-67**

**Principal: \$347,369**

**Presented by Town Administrator Bergeron**

**Interest: \$77,135**

In 2019, Conservation Bond 2009-C was retired. The lease purchase payment for the pumper ladder truck was added.

**Motion by Phil Winslow to recommend \$347,369 for Debt Service. Seconded by Keriann Roman.**  
**Vote: 3-0**

**Motion by Phil Winslow to recommend \$77,135 for Debt Service. Seconded by Keriann Roman.**  
**Vote: 3-0**

It was agreed to add \$1.00 for TAN interest and \$1.00 for bond interest.

**Motion by Keriann Roman to approve TAN interest for \$1.00. Seconded by Phil Winslow.**

**Vote: 3-0**

**Motion by Keriann Roman to approve BAND interest for \$1.00. Seconded by Phil Winslow.**

**Vote: 3-0**

Cemetery 4195-25

**Proposed: \$126,594**

**Accepted: \$126,594**

**Increases in the budget were due to the 2% COLA, medical and dental expenses.**

**Motion by Phil Winslow to recommend \$126,594 for the Cemetery Budget. Seconded by Bill Epperson. Vote: 3-0**

\*Selectman Roman requested to revisit the Legal line item under Planning Board. Planning Administrator Reed contacted Attorney Donovan about splitting out his time at meetings to each application to be paid through escrow. These fees would need to be added into the application fees or accommodated in the escrow fees. Attorney Donovan has responded that he would be able to do this moving forward. The amount budgeted in that line is \$18,000 at this time.

It was agreed to lower the Legal line item for Planning Board to \$12,000.

**Planning Board** **4191-11**

**Amended: \$157,183**

**Motion by Phil Winslow to recommend the Planning Board Budget at \$157,183 as amended.**

**Seconded by Keriann Roman. Vote: 3-0**

There was some discussion in regards to the failed seawall that is pending emergency repair by Greg Bauer, Bauer Construction. Test pits are needed from Bauer to determine how much work will be needed for NH DES approval for repair. Greg Bauer will be contacting Selectmen's Secretary, Janice Ireland, with more details on the repair for approval, but is seeking approval to start the test pits. It is believed that the seawall is located in the Wallis Sands Beach area; however, more information on location is needed from Mr. Bauer.

**Motion by Keriann Roman to grant permission for Greg Bauer to install test pits on the beach, pending approval by NH DES and Public Works Director Dennis McCarthy. Seconded by Phil Winslow. All in favor.**

The Board recessed for lunch at 12:25pm.

Chair Winslow reconvened the budget work session at 1:00pm.

**Recreation Department                      4520-50**

**Proposed: \$342,106**

**Presented by Recreation Director Lee Arthur & Gregg Mikolaities**

**Accepted: \$340,206**

The selectmen reviewed the narrative addressing the proposed budget for the Recreation Department.

The bulk of the increase comes from the proposed new center at the church. Gregg Mikolaities, Recreation Commission Chair, spoke in regards to the opportunity of renting space at the church for \$800 per month to be used as a senior and youth center; multi-generational center. The Recreation Department is requesting a part-time position to help the Recreation Director run those programs. It is anticipated that the costs for running those programs is going to be fully covered by participating fees, as the senior programming is growing exponentially. There is also a huge request in the community to provide programming for the middle school students. The intent is to make the space appealing to the students, so they will want to spend time there after school working on homework or participating in activities. Seniors in the community have expressed an interest in volunteering to work with the youths; however, the Department is looking to have one person on staff that is in charge.

It was noted the wages will be split between the Recreation Budget and the Revolving Fund, as it is anticipated that half can be raised through program fees. This also covers the wages in case the community does not favor the idea of having a cost for the youth program.

The software licensing fees for 2020 are almost double from 2019 because the hosting fees have increased because the current servers cannot host what the Recreation Department needs in order to take payments online, etc. Heating fuel has increased due to the new storage building.

There was some discussion on the Property Maintenance line for 2020. It was agreed to reduce the line to \$9,000. It was noted that the Programming line is proposed for an increase which is due to new programs being offered with the church space.

**Motion by Keriann Roman to recommend the amount of \$340,206 for the Recreation Budget.**

**Seconded by Bill Epperson. Vote: 3-0**

**Patriotic Purposes                      4583-59**

**Proposed: \$10,700**

**Presented by Recreation Director Lee Arthur**

**Accepted: \$10,700**

No changes to the budget were noted for 2020.

**Motion by Keriann Roman to recommend the Patriotic Purposes Budget as presented. Seconded by Bill Epperson. Vote: 3-0**

## Revolving Fund

## Fund 9

**Proposed: \$288,447**

**Presented by Recreation Director Lee Arthur & Gregg Mikolaities**

**Accepted: \$288,447**

This is a self-funded fund. Ms. Arthur noted that the participants for summer programming in 2020 should be increasing because the Department will have the ability to accept credit cards, as they have not in the past. The after-school program has the ability to accept ten more participants because the Department now has two dedicated spaces for the program.

It was noted that the programming fees are reviewed and adjusted every two years to remain competitive with other programming in surrounding communities.

**Motion by Keriann Roman to recommend the Revolving Recreation Budget as presented.**

**Seconded by Bill Epperson. Vote: 3-0**

## Heritage Commission

**4590-57**

**Proposed: \$4,850**

**Presented by Finance Administrator Janice Ireland**

**Accepted: \$4,850**

The proposed budget is remaining the same as 2019, except for the Contracted Services line which is increasing by \$750 to cover the expense of the Demolition Review Committee, as the number of public hearings has increased.

**Motion by Phil Winslow to recommend \$4,850 for the Heritage Commission Budget. Seconded by Keriann Roman. Vote: 3-0**

## Mosquito Control

**4414-39**

**Proposed: \$93,095**

**Presented by Finance Administrator Janice Ireland**

**Accepted: \$93,095**

It was noted that \$5,600 was added in the 2020 budget for street spraying, as it was almost needed in 2019 on two separate occasions. The Selectmen agreed that street spraying should be included in the budget.

**Motion by Phil Winslow to recommend \$93,095 for the Mosquito Control Budget. Seconded by Keriann Roman. Vote: 3-0**

**Town Clerk**

**4140-13**

**Proposed: \$7,350**

**Presented by Town Clerk Donna DeCotis**

**Accepted: \$7,350**

There was some discussion on the fees that are charged in the Town Clerk's Office. Most fees are set by the State; such as, marriage license fees, dog licensing and vehicle registration.

**Motion by Keriann Roman to recommend 4140-13 as presented. Seconded by Phil Winslow.  
Vote: 3-0**

## Tax Collector

**4150-14**

**Proposed: \$272,045**

**Presented by Town Clerk Donna DeCotis**

**Accepted: \$262,170**

Ms. DeCotis reviewed the proposed budget for the selectmen. There is an increase in the Office Supplies line because of the need for more fireproof storage of records for compliance with RSA 41:59. All records of the Town must be kept in safe storage for all meeting minutes and other records. It was noted that there are four elections in 2020, which has cause some of the overall budget expenses to increase.

Ms. DeCotis spoke in regards to the need to preserve old records and the possibility of receiving a grant for the work. She also spoke about the need to repair and fireproof the current vault.

It was noted that the Town will be handling Fish and Game licensing next year and also the registration of off-road vehicles.

Selectman Roman noted she does not want to piecemeal the work of restoring and storage of records, as it also involves the Town's ordinances and all records as a whole.

After a lengthy discussion on storing records, it was agreed to approve the Tax Collector Budget as presented but with the Office Supplies line being \$3,500 as more information is needed on the fireproofing storage for the records.

Ms. DeCotis agreed to get more information for the selectmen so they can move on an amendment to the budget vote if needed.

**Motion by Phil Winslow to recommend \$262,170 for the Tax Collector's Budget with the Office Supplies portion being \$3,500 which may be adjusted after the Board receives more information. Seconded by Bill Epperson. Vote: 3-0**

<b>Elections</b>	<b>4140-03</b>	<b>Proposed: \$27,405</b>
<b>Presented by Town Clerk Donna DeCotis</b>		<b>Accepted: \$27,405</b>

The biggest expenses in this budget is for coding and ballot printing, which is based on four elections for 2020. Wages has also increased because of the heavy election year.

**Motion by Keriann Roman to recommend the Elections Budget as presented. Seconded by Phil Winslow. Vote: 30-0**

<b>Historic District Comm.</b>	<b>4589-54</b>	<b>Proposed: \$1,310</b>
<b>Presented by Finance Administrator Janice Ireland</b>		<b>Accepted: \$1,310</b>

It was noted that the budget has decreased by \$250 because the administrative fee was removed.

**Motion by Phil Winslow to recommend \$1,310 for Historic District. Seconded by Keriann Roman. Vote: 3-0**

### **III. Other Business**

- **The Selectmen will be having a second budget work session at the selectmen's meeting on November 11<sup>th</sup>.**

### **Adjournment**

**Motion by Keriann Roman to adjourn at 2:30 p.m. Seconded by Phil Winslow. All in favor.**

Respectfully Submitted,  
Dyana F. Ledger