

**TOWN OF RYE SELECT BOARD
MEETING/BUDGET WORK SESSION**

Thursday, November 4, 2021

8:30 a.m.

Rye Town Hall & Zoom

Present: *Chair Bill Epperson, Vice-Chair Phil Winslow and Selectman Tom King*

Others Present: *Town Administrator Rebecca Bergeron and Finance Administrator Ned Paul*

I. Call to Order and Pledge of Allegiance

Chair Epperson called the budget work session to order at 8:30 a.m. and led the Pledge of Allegiance.

II. 2022 Budget Work Session

Department	Account	Requested	Accepted
Sewer	Fund 2	\$350,288	\$360,288
Lee Arthur &	4326-90		
David Kohlhasse			

Highlights: Ms. Arthur made a request to increase the systems maintenance line item by \$10,000. The town utilizes Hampton's pump mechanics as part of the agreement. At this time, Hampton's waste water treatment plant is significantly short staffed. Hampton is looking to contract this work out in the interim, until they fill some positions in house. Contracting out a pump mechanic could cost up to \$100 per hour where the town is paying \$18.00 an hour now. If the positions are filled before the budget goes to the Budget Committee the \$10,000 can be taken back out. Ms. Arthur reviewed outstanding projects from 2021.

Selectman King asked where the ARPA Funds for the Sewer Department show up in the budget. He asked if it has to be shown in the budget in order to spend the funds.

Town Administrator Bergeron explained that the Board votes to accept and expend unanticipated revenues. Those funds are handled off budget and are not shown in the operating budget. The Board already voted to accept and expend those funds.

Selectman King asked if the Sewer Department has financial obligations with the Adam's Park sewer issues that are ongoing right now.

Mr. Kohlhasse explained that the Sewer Department has limited funds in an escrow available if the property owner does not do the repairs. However, the department is not financially obligated.

Motion by Bill Epperson to accept the Sewer Budget in the amount of \$360,288. Seconded by Phil Winslow. Vote: 3-0

Ambulance 4215-19 \$174,708 \$174,708
Chief Cotreau

Highlights: Fire Chief Cotreau noted there is an increase in the vehicle fuel line item, as the projected expense was budgeted at \$2.75 per gallon. The EMS supplies will remain the same as 2021. It was pointed out that the Fire Department provides supplies to the town's other departments; such as, masks and other protective supplies. Chief Cotreau reviewed decreases in line items for the ambulance budget.

Motion by Phil Winslow to accept the Ambulance Budget in the amount of \$174,708. Seconded by Bill Epperson. Vote: 3-0

Fire Dept. 4220-16 \$1,768,457 \$1,768,457
Chief Cotreau

Highlights: Finance Administrator Paul noted that N.H. Retirement rates are set every two years. The State just set the rate this past July, so there was an increase to the retirement line item for the 2022 budget. Chief Cotreau pointed out increases in the 2022 budget which include protective gear and per diem wages. There was discussion about the change in the fire alarm servicing for the municipal buildings to Seacoast Security.

Motion by Phil Winslow to accept the Fire Department Budget in the amount of \$1,768,457. Seconded by Bill Epperson. Vote: 3-0

Lifeguards 4520-52 \$73,075 \$73,075
Chief Cotreau

Highlights: Chief Cotreau spoke in regards to the increase in the wages. He noted that there is a decrease in the equipment line purchase, due to a specific purchase that was slated for 2021. The professional training line covers the reimbursement to lifeguards for their certification, if they commit to the town for the whole season.

Motion by Phil Winslow to accept the Lifeguard Budget in the amount of \$73,075. Seconded by Tom King. Vote: 3-0

Safety Bldg. 4194-08 \$80,840 \$80,840
Chief Cotreau &
Chief Walsh

Highlights: Chief Cotreau noted that the heating fuel line item was increased based on the price of \$2.199 per gallon, which is a rate that was provided by the Public Works Director. He pointed out that a significant cost for the safety building in the maintenance line item is the boilers. He also pointed out that he and Chief Walsh are dealing with the insurance company because of two leaks in the space heaters that are in the building's attic. The space heaters are used to keep the temperature regulated in the space above the second floor and to keep the pipes from freezing. He noted there is no insulation between the second floor and above.

Chief Walsh commented that the building is 16 years old. As they approach 20 to 25 years, they will probably be looking at the roofing and some of the mechanical devices, which are starting to meet their maximum age.

Chief Walsh spoke to the Select Board in regards to a possible capital request for the painting of the building.

Motion by Phil Winslow to accept the Safety Building Budget in the amount of \$80,840. Seconded by Bill Epperson. Vote: 3-0

Emergency Mngt. 4290-17	\$12,500	\$12,500
Chief Walsh		

Highlights: Police Chief Walsh noted that the budget includes the expense for a drill that was pushed back because of Covid. The budget also covers maintenance for a generator and expenses for the emergency management software. He spoke to the Select Board about the benefits of the software. After some discussion, it was agreed that for clarification, a line item for maintenance should be set up to cover generator expenses.

Motion by Phil Winslow to accept the Emergency Management Budget in the amount of \$12,500. Seconded by Bill Epperson. Vote: 3-0

Police Dept. 4210-15	\$1,652,345	\$1,652,345
Chief Walsh		

Highlights: Chief Walsh noted that the biggest change in the budget is for the proposed branch structure revision. This would make Lt. Blaisdell a deputy chief. His wage will be moved to the salaries line item. The wages and salaries include a 2.75% COLA increase. There are also two employees who are due for their seven-year hourly step increase. He spoke to the Board in regards to the expenses occurred for ongoing investigations; such as, hourly wages to cover officers and legal fees to cover the town's prosecutor.

Selectman King asked about the uniform expense.

Chief Walsh explained there are 10 employees and \$500 per officer is allocated for uniforms. The vests need to be replaced every 5 years, which are about \$895 each. Vests are mandatory for every officer on every shift.

Motion by Bill Epperson to accept the Police Department Budget in the amount of \$1,652,345. Seconded by Phil Winslow. Vote: 3-0

Animal Control 4414-38	\$39,295	\$39,295
Chief Walsh		

Highlights: Chief Walsh noted that he is proposing to increase the animal control officer wage from Grade 1 to Grade 8. The intent for doing this is to help retain someone in that position. The Board can review this proposal at a future meeting. The current animal control officer is looking to move to another career, so the position will be open at some point. Chief Walsh submitted a memo outlining some of the animal control calls the department has received over the past year. Chief Walsh further explained that the gas and maintenance falls under the Police Department's maintenance line item. The purchase of the vehicle is done by a warrant article through capital outlay.

Selectman King asked if they are approving the grade increase by voting on the budget at this time. Administrator Bergeron replied that the Board can discuss the change in grade at a future Select Board meeting and vote at that time to approve the proposal for step increase.

**Motion by Phil Winslow to accept the Animal Control Budget in the amount of \$39,295.
Seconded by Tom King. Vote: 3-0**

Parking Enforce	Fund 8	\$50,764	\$50,764
Chief Walsh			

Highlights: Chief Walsh is requesting to replace one of the mopeds in 2022, as it has high mileage and is in its fourth year. The intent is to replace one moped every other year. The cost of the moped replacement is approximately \$3,497 before taking into account the trade-in.

**Motion by Phil Winslow to accept the Parking Enforcement Budget in the amount of \$50,764.
Seconded by Bill Epperson. Vote: 3-0**

Outside Detail	Fund 7	\$166,173	\$166,173
Chief Walsh			

Highlights: Chief Walsh explained that the vendor pays for the officer and cruiser. If an out-of-town officer takes a detail in Rye, it means that a Rye officer was not available to take the detail. The detail is being invoiced by the officer's town, not Rye. He further explained that Rye's officers have a shift schedule, which is their first priority before accepting an outside detail. An outside detail is paid a separate pay rate and is not included in the officer's base wages.

**Motion by Phil Winslow to accept the Outside Detail Budget in the amount of \$166,173.
Seconded by Bill Epperson. Vote: 3-0**

Town Custodian	4194-02	\$131,145	\$131,145
Dennis McCarthy			

Highlights: DPW Director McCarthy explained that this budget covers the custodian and the building and grounds workman. There is an increase in the wages line item and also in the health insurance, due to a change in personnel. He reviewed the 2022 heating oil rates for the Select Board, which is 2.169 for regular #2 heating oil and 2.199 for blended. This is an increase from last year at 1.339 for #2 oil and 1.499 for blended. Director McCarthy negotiates the heating oil contract for the town municipal buildings, including the S.A.U.

**Motion by Tom King to accept the Town Custodian Budget in the amount of \$131,145.
Seconded by Bill Epperson. Vote: 3-0**

Public Works Bldg.	4194-06	\$16,236	\$16,236
Dennis McCarthy			

Highlights: Director McCarthy explained that this budget does not carry any wages. This budget covers the costs of operating the public works facilities; such as, electric and maintenance.

Motion by Phil Winslow to accept the Public Works Buildings Budget in the amount of \$16,236. Seconded by Bill Epperson. Vote: 3-0

PWD Personnel	4312-23	\$811,208	\$811,208
Dennis McCarthy			

Highlights: Director McCarthy explained that this budget is related just to manpower for the Public Works Department. The budget for 2022 covers the same number of employees as 2021. The increase in the budget is mainly due to the COLA. There is also an increase in the food line

item, as the contracted price increased. Per the contract for the Public Works employees, if they are called in to work before breakfast or are retained later than dinner, the town has to buy them breakfast/dinner, which is \$12.00 per person.

Selectman King pointed out that the temporary wages are almost double for what was budgeted in 2021. The overtime wages for 2021 are under what was budgeted.

Director McCarthy explained that overtime wages are based on the winter weather. Last year, the winter was pretty mild. Overtime wages are also paid to employees stepping in to cover shifts at the transfer station. The temporary help line only covers staff to cover the transfer center. If there is more temporary help, it will mean less overtime. It's preferred to cover the transfer station help from the temporary help line item.

Motion by Phil Winslow to accept the Public Works Personnel Budget in the amount of \$811,208. Seconded by Bill Epperson. Vote: 3-0

PWD Operations	4312-24	\$685,340	\$685,340
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Dennis McCarthy

Highlights: Director McCarthy spoke in regards to the \$25,000 increase in paving services. He also gave the Board a brief review of the paving that was done in 2021 and the roads that are slated for next year.

Motion by Phil Winslow to accept the Public Works Operation Budget in the amount of \$685,340. Seconded by Tom King. Vote: 3-0

Street Lighting	4316-27	\$4,100	\$4,100
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Dennis McCarthy

Highlights: The street lighting budget covers the electricity at Parson's Field and Grange Park. It also covers the pedestrian flashes at Perkins Road, Wallis Road and Ocean Blvd. The parking lot lights are also covered under this budget. There are about 10 town-wide street lights covered in this budget, as the two precincts (Rye Beach and Jenness Beach) cover their expenses. Every street light in town has been converted to LED, which has stabilized the costs.

Motion by Tom King to accept the Street Lighting Budget in the amount of \$4,100. Seconded by Phil Winslow. Vote: 3-0

Transfer Station	4323-33	\$307,044	\$307,044
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Dennis McCarthy

Highlights: Director McCarthy noted that this budget covers the operation expenses; such as, wages, temporary help and maintenance. The budget includes the replacement of one dumpster, pavement replacement, vinyl siding for the back side of the big building and a used baler for the aluminum cans. Encumbrances for this year will include the funds for the salt shed.

Motion by Phil Winslow to accept the Transfer Station Operation Budget in the amount of \$307,044. Seconded by Tom King. Vote: 3-0

Solid Waste	4324-33	\$301,760	\$301,760
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Dennis McCarthy

Highlights: Director McCarthy reviewed the increase in the tipping fees over the current five-year contract. He noted that this trend will most likely continue, as the State is not getting a handle on

recycling. Also, there are not a lot of different options, other than going to a landfill or a waste energy plant.

Selectman Winslow asked what happens with the waste paper.

Director McCarthy explained that the waste paper is recycled into recycled paper. Right now, the town is getting paid to get rid of it. He further explained that the town has high-grade recyclables for the fact that it is sole sourced. The residents separate and nothing goes in that the transfer station staff does not see. This results in recyclables that are fairly pure, which brings in top dollar. The town is paid for waste paper, newspaper, cardboard, bottles and metals. Director McCarthy noted that hauling has increased and will continue to increase. The town is at the end of their contract, but it's going up a minimum of 5% per year for the next two years. After that time, the fees will take a big jump because of the shortage of trucking personnel.

Motion by Bill Epperson to accept the Solid Waste Disposal Budget in the amount of \$301,760. Seconded by Phil Winslow. Vote: 3-0

Land Mngt.	4520-55	\$152,317	\$152,317
Dennis McCarthy			

Highlights: This budget includes wages for a proposed land use administrative assistant position. Selectman Winslow noted that the benefits of this position are 76% of the salary, which is driven by health insurance and retirement costs.

Director McCarthy noted that the contracted services line item covers mowing and other services the DPW cannot fit into its schedule. The landfill monitoring and Parsons Creek monitoring is required by NH DES. The monitoring for the town is handled by CMA Engineers at this time.

Selectman Winslow pointed out that the major increase is due to the addition of another staff member, which is 68% of the budget for salaries and benefits.

Administrator Bergeron explained that it made sense to carry the new position in the Land Management Budget, as it's the entire purpose for this position. She further explained that this position will support the land use boards and the general public, as well as the general government. This person will be able to receive planning board and zoning board applications, as well as answer questions. This person will also spend a considerable amount of time working with the Conservation Commission, as they have no paid staffing to deal with some of their applications, reporting requirements and records management. The position will also support the Historic District and Heritage Commissions in the same way.

Director McCarthy pointed out that with the MS-4 program the town is going to have to identify, quantify and analyze all the properties relative to stormwater. There will probably be some projects relative to the MS-4 program for that person.

Motion by Bill Epperson to accept the Land Management Budget in the amount of \$152,317. Seconded by Tom King. Vote: 3-0

Beach Cleaning	Fund 12	\$39,775	\$39,775
Dennis McCarthy			

Highlights: Director McCarthy noted that one of the biggest items in this budget is equipment maintenance. Two years ago, the town made a change in its beach rake and it requires more maintenance. The contracted services line item covers trash collection for Cable and Wallis Road Extension. This line item also carries \$2,000 in case the berm at Sawyer's has to be rebuilt, due

to damage from a storm. The NH Environmental Services line item is for water testing, which is mandated by the State. The State charges \$90 per test and covers four or five beaches throughout the summer season.

Motion by Phil Winslow to accept the Beach Cleaning Budget in the amount of \$39,775. Seconded by Bill Epperson. Vote: 3-0

Building Inspect. 4240-18

\$281,895

\$281,895

Chuck Marsden

Highlights: It was noted that the wage increase is due to the second building inspector position. The training line item covers the current building inspector's certifications. It will also cover certification for the new building inspector. Training takes place in Manchester and/or Concord. Selectman Winslow asked where the funds for records digitization would be covered, if the town decides to move forward.

Administrator Bergeron explained the Board could vote to redirect some of the ARPA Funds for digitization or it could be a capital item in the budget. The building inspector's office is the first focal point for digitization.

Selectman King asked what is covered under the contracted services line.

Administrator Bergeron noted this is for Dennis Plant for septic and test pit reviews, and inspections for the pump-out ordinance.

Building Inspector Marsden explained that this line item increased in 2020 because of the increase in septic system replacements. DES reported that 50% of the septic applications were for replacement systems because of more people being at home. Based on the 2020 number of \$15,000 and the 2021 budget, he feels that \$11,000 is a safe number for the 2022 budget.

Chair Epperson asked if the consumer pays Dennis Plant for inspections.

Administrator Bergeron replied some of them. This is shown in the revenues, so it has to be gross budgeted in the operating budget.

Selectman Winslow asked if the program that requires people to have their septic tested once every three years is still in place.

Building Inspector Marsden explained that the pump-out is required at least every three years or per the manufacturer's requirements. An updated letter has just been drafted to send to people as a reminder. He noted that a couple of years ago, there were some challenges in keeping the program organized, but it's in great shape now. He further explained that if someone does not comply, a more aggressive letter is sent reminding them of the fines and fees if they are not compliant. There are very few residents who are not complying with the requirement.

Selectman Winslow asked if there has been any benefit seen from that program, as far as the testing at Parson's Creek.

Building Inspector Marsden stated they haven't seen any current testing to show any changes or improvements, the building department is just staying on top of the requirements for the pump-out. He noted that there were not as many beach closures last summer as there were the year before.

Selectman Winslow commented that this past year, it would be assumed there would be more closures because of all the rain.

Chair Epperson stated that it's a good assumption that it's preventative and proactive.

Selectman King stated that he has two houses in that watershed. It's not really a burden for anyone who takes care of their systems. He asked if everyone is in compliance.

Building Inspector Marsden explained that for those who are not, the Building Department is on top of them with second letters. A few people who were not complaint were caught when they applied for building permits. If they are in that watershed, they will not receive a building permit and a letter will be issued right away. He assured the Board that there is not a lot of properties that are not compliant. He thinks the program is going really well.

Motion by Bill Epperson to accept the Building Inspection Budget in the amount of \$281,895. Seconded by Phil Winslow. Vote: 3-0

Zoning - BOA	4191-10	\$16,025	\$16,025
Kim Reed			

Highlights: Planning/Zoning Administrator Reed reviewed the line items in the 2022 budget. She pointed out the increase in the advertising notices line item, due to the increase in the number of applications. These fees are normally covered by the applicant, which would show under revenues.

Motion by Phil Winslow to accept the Zoning Board of Adjustment Budget in the amount of \$16,025. Seconded by Bill Epperson. Vote: 3-0

Planning Board	4191-11	\$184,286	\$184,286
Kim Reed			

Highlights: Selectman Winslow asked if the consulting fees are paid for by the applicant.

Planning/Zoning Administrator Reed explained that the \$20,000 is for services above and beyond applications. This pays for legal opinions, Danna Truslow and Emily DiFranco. This line item would also cover zoning ordinance or land development regulation questions that the planning board may have for any of the town's consultants. With application fees, the planning board asks for escrows to pay for attorney fees, engineering consulting and such. She pointed out that advertising/notices would produce an offset in revenue, as most are covered by the applicant. The applicant is also charged a fee for postage for abutter notices.

There was discussion on expenses for the rewrite of the Rye Master Plan. Administrator Reed explained that the town can't plan for the master plan until they have a vision. She pointed out that master plan updates/rewrites can cost anywhere from \$60,000 to over \$100,000. The town does not know what Rye's citizens want for the master plan, until after the visioning sessions are held. In 2022 for the 2023 budget, she will have an idea and will have reached out to consultants to get a firm price to move forward with. In 2022, the town has to look at the results from the visioning sessions to layout a framework to move forward to plan efficiently, effectively and financially for a master plan in 2023 and 2024. If a placeholder is put into the 2022 budget, it's only going to confuse the residents. The town doesn't have anything right now, until they know where they are going. She noted that the original master plan was written in 1988. In order to do a complete rewrite, there are different formats; such as, electronic versus a paper document. These are things that have to be discussed with public knowledge at planning board meetings. Based on the visioning of where the town is going, they can then decide on a platform and themes, which takes a year of planning. She pointed out that this planning does not cost money, as volunteers sit on the planning board and subcommittees to do this work. She also pointed out that the planning board has a consultant at this time whose contract runs until the end of January. The consultant

will organize the surveys and opinions from the visioning sessions. The Long Range Planning Committee and the town's planner will take the next few months reviewing the data to determine which direction to take for the master plan.

Motion by Phil Winslow to accept the Planning Board Budget in the amount of \$184,286. Seconded by Bill Epperson. Vote: 3-0

Mosquito Cnt.	4414-39	\$87,555	\$90,955
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Tim Sanborn

Highlights: Tim Sanborn, Mosquito Control Committee Chair, presented the proposed 2022 Mosquito Control Budget. The budget is the same as 2021 with the potential of adding a new line item for tick spraying. Due to the overabundance of rain and heat over the summer, there were perfect breeding conditions which resulted in substantially more mosquitos. Based on those conditions, there will most likely be an increase in mosquitos and ticks for 2022. He noted that he is proposing a new line item for tick spraying in the amount of \$3,400. This amount would cover two treatments for the year at Parson's Field, the recreation area and trails, the trails on the conservation property at Sea Glass Lane, and both schools.

The Select Board agreed this would be money well spent for added protection for the children and town citizens. This amount will be added to the presented budget of \$87,555 for a total of \$90,955.

Motion by Phil Winslow to accept the Mosquito Control Budget in the amount of \$90,955. Seconded by Bill Epperson. Vote: 3-0

Library	4550-58	\$754,205	\$752,205
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Library Trustees &

Director A. Richmond

Highlights: Library Director Andrew Richmond presented the 2022 Library Budget to the Select Board. The wages include some merit and position increases for new staff responsibilities. There are some lines for 2021 that are underspent for this year due to Covid limitations; such as, hospitality and programming. The hope is to return to normal programming for the 2022 budget, so those numbers were not changed significantly. The training line item also decreased for 2021, as most conferences are currently being done by remote access. The contracted services line covers the cost for a person to do maintenance. The person that was in the maintenance position has recently retired. The position will not be refilled and will be covered by funds in contracted services. There is also a savings in maintenance supplies because some of those items come with the maintenance contracted service. Director Richmond noted that the software licensing fees line item was over budget for 2021, due to migration and training fees for a new system. For 2022, that line item will come down because it will cost less than what was being used before.

Mr. Richmond also noted that the equipment purchase line item could be decreased and still cover expenses.

It was agreed to reduce this line item from \$12,000 to \$10,000.

Selectman King asked about the library's capital reserve funds.

Director Richmond explained that they have trusts established by warrant for unanticipated building maintenance. There's a heating/air conditioning back up fund in case of dramatic failure, as the system is getting older. They have also established a fund for payout of accumulated

benefits, due to pending retirements. He continued that for capital reserves they put in for carpeting, windows for the older part of the building and light fixtures for the parking lot.

Motion by Tom King to accept the Library Budget in the amount of \$752,205. Seconded by Bill Epperson. Vote: 3-0

The Select Board recessed for lunch at 12:15 p.m.
Meeting/Budget Work Session reconvened at 1:15 p.m.

Recreation	4520-50	\$347,995	\$347,995
Meghan Spaulding			

Highlights: Recreation Director Meghan Spaulding noted that the 2022 proposed budget includes new soccer nets under the equipment line item. The current nets are approximately 10 to 12 years old and need to be upgraded. There is also an increase in the budget for the restrooms to be cleaned once per month during the months of May to October, which are the heavy use months. It was noted that there is a decrease in the salaries and wages line item due to the outgoing recreation director last year versus the new hire for that position. The budget also includes funds for a special needs aide. This certified person works in the after-school program helping students, who have learning disabilities, with their homework.

Motion by Bill Epperson to accept the Recreation Budget in the amount of \$347,995. Seconded by Phil Winslow. Vote: 3-0

Patriotic Purp.	4583-59	\$40,950	\$20,950
Meghan Spaulding			

Highlights: It was noted that \$20,000 in this budget is for the upcoming 400th Anniversary Celebration. The budget also proposes a \$200 increase to cover expenses for the holiday parade. There was discussion in regards to the expense for the 400th celebration, as the event is taking place in 2023. Town Administrator Bergeron suggested a capital reserve account, if this money is not going to activities in 2022 and is intended to be encumbered for fireworks in 2023. The Select Board could be designated as agents to expend and could use the money for that purpose. She explained that a warrant article would be required to establish the expandable trust and to appropriate \$20,000. This would not be seen in the operating budget. The Select Board agreed this would give more flexibility and makes the most sense. This will decrease the budget from \$40,950 to \$20,950.

Motion by Bill Epperson to accept the Patriotic Purposes Budget in the amount of \$20,950. Seconded by Phil Winslow. Vote: 3-0

Rec Revolving	Fund 9	\$258,307	\$258,307
Meghan Spaulding & Cory Belden			

Highlights: Director Spaulding explained that this fund is self-supporting through program fees. Programming includes; after-school program, summer camp, exercise classes and lunches. The money to pay for those programs comes out of this account. The wages line for staffing is increasing due to the COLA of 2.75%. Contracted services covers the fees for instructors for the programs. The facilities line item covers the rental of space used for different programs and is used as needed. She noted that the 'Over 55' program and fitness programs are seeing higher

numbers than normal. The after-school program has one-third of the students, which is not typical. She hopes the summer camp program will happen in 2022. People like these activities because they are affordable and are open to all residents of Rye.

Selectman King asked if the Recreation Department has the staff to support 63 kids in the after-school program.

Director Spaulding explained that she and the Town Administrator worked together to increase the wages with the money that was available. She believes the wages are now more attractive than what it was prior. She continued that she spoke with the chair of the Recreation Management Program at U.N.H. and he's looking at building a collaboration with the Town of Rye. The idea would be to bring over students in this degree so they can get involved.

Selectman King asked if the after-school program fees will be able to stay affordable with the wage increases and cost of items increasing in general.

Director Spaulding confirmed. She noted that the Recreation Department has a lot of materials and supplies that have been saved over the years, which can be utilized in the program.

Motion by Phil Winslow to accept the Recreation Revolving Budget in the amount of \$258,307. Seconded by Tom King. Vote: 3-0

Heritage	4590-57	\$9,500	\$9,500
Phil Walsh & Peter White (not present)			

Highlights: Finance Administrator Ned Paul spoke in regards to the Heritage Budget on behalf of Phil Walsh and Peter White.

Chair Epperson questioned the increase in contracted services to \$6,800., which is a significant increase from 2021.

Finance Administrator Paul noted that there is \$4,800 proposed for the Town Hall's spiral staircases and \$2,000 for the transcription of the meeting minutes. The total estimated cost of the spiral staircases is \$12,000. They are proposing a grant; whereby, the split would be 60/40 with the town's cost being \$4,800.

The Select Board agreed that the Heritage Commission needs to meet with them to give more details.

Motion by Phil Winslow to accept the Heritage Commission Budget in the amount of \$9,500 pending a review by the Heritage Commission with the Selectmen.

Seconded by Bill Epperson. Vote: 3-0

Energy Com.	4620-46	\$4,000	\$1,500
Tom Pfau & Howard Kalet			

Highlights: The budget has been revised, as Community Power will provide the legal communication to notify citizens (opt-in/opt-out letter). The budget requested has changed from \$4,000 to \$1,500. Finance Administrator Paul reviewed the numbers for each line item.

Motion by Tom King to accept the Energy Committee Budget in the amount of \$1,500. Seconded by Phil Winslow. Vote: 3-0

Town Clerk/Reg.	4140-13	\$7,400	\$7,400
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Donna DeCotis

Highlights: Selectman Winslow asked about the N.H. Dog Tax.

Town Clerk DeCotis explained this has been in place for years. It's a tax that the town pays to the State, which is based on a percentage of the dog registration fees. She pointed out that the town charges \$6.50 for dog registrations with two dogs being \$9.00. The town has the option of going up to \$7.00 for one dog. A percentage of those fees is paid to the State.

Finance Administrator Paul pointed out that the revenues are slightly under \$4,000 for this year.

Town Clerk DeCotis noted that vital record fees cover marriage licenses and certified copies, as the State is paid a percentage from the town. This budget is offset by collected fees.

Motion by Tom King to accept the Town Clerk/Registrations Budget in the amount of \$7,400.

Seconded by Phil Winslow. Vote: 3-0

Tax Collector 4150-14

\$307,223

\$307,223

Donna DeCotis

Highlights: Town Clerk DeCotis noted that the salary and wages lines include vacation buyback, FICA and benefits. Administrator Bergeron explained the salary is the wages for the Town Clerk/Tax Collector. The wages line covers the deputy, as well as the two parttime positions. There is also stipend money built into wages for merit-based incentives.

Town Clerk DeCotis noted that the software licensing fees includes the tax program and vehicle registration program. The amount proposed is for the new tax system, which is replacing BMSI.

Motion by Phil Winslow to accept the Tax Collector Budget in the amount of \$307,223.

Seconded by Tom King. Vote: 3-0

Elections 4140-03

\$31,700

\$32,700

Donna DeCotis

Highlights: It was noted that there are three elections for 2022. There was some discussion about the wages line item, which decreased to \$7,000 from the actual of \$8,800 for 2021. It was agreed that the wages should at least match 2021 because of the three elections. The wages line will be increased to \$9,000. There was discussion about the increase in fees for the coding system. There was also discussion about implementing a machine replacement program to cover the equipment used for ballots at the elections and other tax office needs, as the current machines are older and parts are hard to find. The Select Board agreed to discuss this at a future meeting. It was agreed to bring the coding line item down to \$6,500. This would bring the budget to \$32,700.

Motion by Bill Epperson to accept the Elections Budget in the amount of \$32,700. Seconded

by Phil Winslow. Vote: 3-0

Historic Dist. 4589-54

\$10,745

\$10,745

Kaitlyn Coffey

Highlights: Kaitlyn Coffey, Historic District Commission Chair, presented the proposed budget to the Select Board. She explained that the budget includes a grant match to assist with town hall planning. HDC is proposing \$8,000 in the budget to cover the match if they are awarded the grant. Town Administrator Bergeron noted that if the HDC is applying for a grant for the Town Hall, they would need to work collaboratively with herself and the Select Board. She noted there are

already some preliminary interior configurations for renovations. She is happy to have the grant pay for some of the planning, design and development; however, it has to be in collaboration. Selectman Winslow explained that HDC has the responsibility of the outside of the buildings. This is an internal process and whatever is done has to be coordinated very closely with the Town Administrator.

Ms. Coffey explained that HDC was more interested in what happens with the stage and space on the second floor of the current town hall building, not so much the placement of town employees. Administrator Bergeron pointed out that there is not going to be a lot of space on the second floor until Phase II or Phase III is constructed. At this time, there is only one department on the second floor that's going to transition to the TD Bank building.

Selectman King suggested waiting until 2023.

Administrator Bergeron noted that HDC wants to work on the grant opportunity and secure the grant. The budget should allow for appropriate funding from the match perspective to do that. If the grant goes through, they have two years to complete the project. She reiterated that she is happy to work with HDC. It makes sense for the town to avail themselves of the grant opportunity to help pay for some of the architectural drawings and engineering. However, it really has to be the Select Board's and Town Administrator's decision as to what happens inside the building.

Ms. Coffey agreed. The Select Board also agreed. It was decided to leave the budget as proposed.
Motion by Phil Winslow to accept the Historic District Budget in the amount of \$10,745 with the understanding that the grant matching will be collaborative with the Town Administrator. Seconded by Tom King. Vote: 3-0

Beach Com.	4520-53	\$1,510	\$1,510
Frank Hwang			

Highlights: Frank Hwang, Beach Committee Chair, presented the budget to the Select Board. The budget includes contracted services for meeting minutes, office supplies and a line for environmental services for water quality testing in the shoulder season.

Selectman Winslow suggested that there be a communication process for the Beach Committee to report positive tests to the health officer and police chief, so the public can be notified appropriately.

Selectman King recommended approving the budget but not implementing the program until the process is discussed and agreed upon. The Select Board agreed.

Motion by Bill Epperson to accept the Beach Committee Budget in the amount of \$1,510 with the condition that a communications process is developed between the Beach Committee, Police Chief Walsh and Dr. Snow. Seconded by Phil Winslow. Vote: 3-0

Executive	4130-01	\$317,701	\$317,701
Becky Bergeron			

Highlights: Administrator Bergeron pointed out the standard increases in wages, salaries and retirement for COLA. There is a decrease in the health insurance line item. The remaining budget is similar to what was budgeted in 2021.

Motion by Phil Winslow to accept the Executive Budget in the amount of \$317,701. Seconded by Bill Epperson. Vote: 3-0

Assessing 4150-20 \$188,533 \$190,833

Becky Bergeron

Highlights: Administrator Bergeron pointed out that the budget should also include a postage line for \$2,300 to cover the notices for the revaluation. The requested amount does not include the \$2,300. It was agreed to add this amount to the proposed budget.

The assessing services line covers the Town Assessor, which is contracted through Municipal Resources Inc. (MRI). This line item covers general assessing services. The revaluation service will be handled through a separate contract and will be paid from a reserve account, which was established to pay for the revaluation.

Motion by Bill Epperson to accept the Assessing Budget in the amount of \$190,833. Seconded by Phil Winslow. Vote: 3-0

Finance 4150-21 \$199,020 \$199,020

Becky Bergeron

Highlights: Administrator Bergeron noted that the salaries line item is being replaced by wages. She also noted that the auditing line includes an additional \$10,000 for the audit expenses that would be required if the town is awarded the TAP Grant.

Motion by Phil Winslow to accept the Finance Budget in the amount of \$199,020. Seconded by Bill Epperson. Vote: 3-0

CIP Com. 4150-90 \$2,038 \$2,038

Becky Bergeron

Highlights: The budget includes a contracted services line for the transcribing of the meeting minutes. It also includes funds for the printing of the CIP. There was some discussion about whether the CIP needs to be printed in color. There was also discussion about the CIP being available electronically, so it may be possible to print fewer hard copies. Selectman Winslow suggested cutting the printing budget to \$750 or \$1,000. He will follow up with the CIP Committee in regards to the printing.

Town Administrator Bergeron pointed out that in 2021 the town spent \$1,512 on printing. She thinks they would need to change the format and quantity printed to get it below \$1,500.

It was agreed to leave the printing at \$1,500., as printing costs may have increased. Selectman Winslow will still follow up with the CIP Committee.

Motion by Phil Winslow to accept the CIP Committee Budget in the amount of \$2,038. Seconded by Tom King. Vote: 3-0

Legal 4153-04 \$168,935 \$168,935

Becky Bergeron

Highlights: The coalition contributions line item pays for dues that are paid to the City of Portsmouth to pay for Coalition Community 2.0. This coalition is made up of a group of communities who have joined together to hire a lobbyist to oppose the return of the former donor/receiver town model for education funding (State Wide Educational Property Tax –

SWEPT). The line item to cover legal counsel is based on the average number of hours over the past few years at the year one rate.

Motion by Phil Winslow to accept the Legal Budget in the amount of \$168,935. Seconded by Bill Epperson. Vote: 3-0

Town Hall Bldg.	4194-07	\$28,790	\$28,790
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Becky Bergeron

Highlights: Administrator Bergeron noted that the maintenance line has decreased from 2021. The line was increased for the 2021 budget to cover the replacement of windows. The only project that will be done on the Town Hall in 2022 is the replacement of the boiler, which will be covered under capital outlay.

Motion by Bill Epperson to accept the Town Hall Building Budget in the amount of \$28,790. Seconded by Phil Winslow. Vote: 3-0

Town Hall Annex	4194-09	\$23,550	\$23,550
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Becky Bergeron

Highlights: Administrator Bergeron noted that the maintenance line item will cover the work required for fire suppression for the building. At this time, there are just a few walls inside the building that need to come down and the old HVAC system needs to be removed from the attic.

Motion by Phil Winslow to accept the Town Hall Annex Budget in the amount of \$23,550. Seconded by Bill Epperson. Vote: 3-0

Insurance	4196-12	\$162,814	\$162,814
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Becky Bergeron

Highlights: It was noted that the insurance numbers are placeholders, as the town does not have its renewal package from Primex at this time. These numbers are based on last year's. This budget covers property/liability, worker's compensation and unemployment.

Motion by Bill Epperson to accept the Insurance Budget in the amount of \$162,814. Seconded by Tom King. Vote: 3-0

Regional Agencies	4197-22	\$56,840	\$56,840
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Becky Bergeron

Highlights: Administrator Bergeron explained that for any organization that comes forward for funding, the town puts together a warrant article which is voted on by the electors. Annually, the organizations will submit a request for funds.

Selectman King pointed out that as a voter, he didn't know that these organizations submitted for appropriations every year. He thought it was a one-time thing when he voted. He pointed out that some of the organizations do not list whether they are serving any Rye residents in their applications. He commented they're all worthy causes, it's just whether the amounts requested are something that the town wants to continue to support. He suggested that perhaps they should consider reallocating the funds to increase the ones that are truly helping the people of Rye. He noted that the town also has a responsibility to the Greater Seacoast area and they should give to those organizations also. He suggested that the Board review the organizations to see if it's what the town really wants to support.

Chair Epperson commented that he doesn't think there is any organization on the list that doesn't deserve the money they are receiving. He agreed that the Select Board could do a review. However, he doesn't think they should make any changes at the moment. As these organizations continue to be viable charities and do variable work in the Greater Seacoast area, he thinks they should support them. He doesn't think it would inappropriate to see if there are other organizations the town should support.

Selectman Winslow suggested putting together a committee to review the organizations and have them report back to the Select Board with recommendations.

The Select Board agreed this would be a good idea. They also agreed to leave the list and donation amounts as proposed for now. The Board will readdress the topic after the committee is formed and they receive recommendations.

Motion by Bill Epperson to accept the Regional Agencies Budget in the amount of \$56,840. Seconded by Tom King. Vote: 3-0

General Gov't	4199-26	\$121,431	\$121,431
Becky Bergeron			

Highlights: There was discussion in regards to the preparation of the annual report.

Motion by Bill Epperson to accept the General Government Budget in the amount of \$121,431. Seconded by Phil Winslow. Vote: 3-0

Health Officer	4411-37	\$13,380	\$13,380
Becky Bergeron			

Highlights: Administrator Bergeron explained that the increase to the proposed budget is because of the time that Dr. Snow has spent, and continues to spend, in responding to Covid related issues. It was felt that it was time to increase Dr. Snow's stipend. The amount proposed includes a 2.75% COLA. It was also noted that Dr. Snow handles all inspections of the schools, nursing homes and daycares in the community. If there is a situation that is proposing a health threat to the community, Dr. Snow investigates, writes the reports and contacts the appropriate state agencies. There's a tremendous amount of work that goes unnoticed with the health officer.

Motion by Phil Winslow to accept the Health Officer Budget in the amount of \$13,380. Seconded by Bill Epperson. Vote: 3-0

Direct Assistance	4442-44	\$36,300	\$36,300
Becky Bergeron			

Highlights: The City of Portsmouth handles direct assistance for Rye. Portsmouth charges Rye for each intake, which is paid under contracted services. Administrator Bergeron noted that when setting this budget, she took into account that it is unknown what is going to happen in the community with Covid still an issue.

Motion by Phil Winslow to accept the Direct Assistance Budget in the amount of \$36,300. Seconded by Bill Epperson. Vote: 3-0

Debt Service Prin.	4711-67	\$258,081	\$258,081
Becky Bergeron			

Highlights: The Select Board reviewed the outstanding bond payments.

Motion by Phil Winslow to accept the Debt Service Principal Budget in the amount of \$258,081. Seconded by Bill Epperson. Vote: 3-0

Debt Service Int. 4721-67	\$43,707	\$43,707
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Becky Bergeron

Highlights: There were no issues or concerns. Finance Administrator Paul agreed to email the Select Board a breakdown of outstanding bond debt.

Motion by Tom King to accept the Debt Service Interest Budget in the amount of \$43,707. Seconded by Bill Epperson. Vote: 3-0

Debt Service TANS 4723-67	\$ 1	\$ 1
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Becky Bergeron

Highlights: Administrator Bergeron explained that this line allows the town to apply for a Tax Anticipation Note, is it is needed.

Motion by Phil Winslow to accept the Debt Service TANS Budget in the amount of \$1. Seconded by Tom King. Vote: 3-0

Debt Service BANS 4723-67	\$ 1	\$ 1
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Becky Bergeron

Highlights: Bond Anticipate Note. No issues or concerns.

Motion by Phil Winslow to accept the Debt Service BANS Budget in the amount of \$1. Seconded by Bill Epperson. Vote: 3-0

Cemetery 4195-25	\$134,780	\$134,780
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Becky Bergeron

Highlights: Administrator Bergeron explained that the cemetery covers all the expenses under this budget. The town bills the Cemetery Trustees quarterly and they reimburse the town.

Motion by Tom King to accept the Cemetery Budget in the amount of \$134,780. Seconded by Bill Epperson. Vote: 3-0

No further budgets before the Select Board at this time.

III. Other Business

None

Adjournment

Motion by Phil Winslow to adjourn at 3:50 p.m. Seconded by Bill Epperson. All in favor.

Respectfully Submitted,
Dyana F. Ledger