

APPROVED NOV - 5 1999

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
October 25, 1999**

6:00 p.m. MEETING CALLED TO ORDER – Chairman Seeger opened the meeting at 6:00 p.m.

PRESENT: Chairman Tim Seeger, Selectmen Denise Dargie and Eric Tenney and Town Administrator, Kelley Collins

6:00 p.m. MEET WITH ROAD AGENT, ROBERT VARNUM, TO REVIEW AND DISCUSS THE HIGHWAY DEPARTMENT'S 2000 BUDGET

The Selectmen went through the Highway Budget with the Road Agent, line item by line item. The Road Agent would like the Selectmen to support his hiring of a part-time (3 day – 24/hour/week person). This would replace the full-time person he lost 5 years ago. There was considerable discussion regarding taking the building agent hours, adding summer mowing and possible some winter maintenance and making this a 40 hour/week position. The winter maintenance of the sidewalks was discussed in some detail. The Road Agent was aware of some discussion regarding the possibility of using a snow blower on these sidewalks. He strenuously noted that there is no way a "regular" snow blower will be able to clear the sidewalks of the snow, ice and hardpack that get thrown on them from the plow trucks. In addition, he cautioned the selectmen regarding the suitability of an "industrial" snow blower because they may have the capacity to actually throw snow (or stones) through windows.

There were no final decisions made on the 2000 Highway Department Budget

7:00 p.m. MEET WITH POLICE CHIEF, BRIAN BROWN, TO REVIEW AND DISCUSS THE POLICE DEPARTMENT'S 2000 BUDGET

The Selectmen took a few minutes at the beginning of Chief Brown's appointment to discuss the staffing during December 31, 1999 and January 1, 2000. Specifically, there was some discussion regarding whether or not the Police Chief feels he will have adequate manpower to cover the regular duty shifts and the special details that may result with "First Night" festivities. The Selectmen support the Chief's decision and experience in this regard and have left it to him to review his staffing requirements with Sarah Edwards, Chairman, Antrim Millennium Committee.

The Board reviewed the Police Budget with the Police Chief, line item by line item. Per the Selectmen's request from last year, the Chief has included a line for payment of holiday pay in 2000 at a rate of 11 holidays x 8 hours x individual's rate of pay. This will be payable at a rate of ½ twice a year. The Chief has included the 3% cost of living allowance the Selectmen discussed but there is no merit adjustment. The Chief has gotten some preliminary prices on replacement vehicles. The Chief has also included \$1000 to purchase traffic control devices.

The Police Chief has budgeted filling the Sergeant's position. Chairman Seeger asked Chief Brown how the Sergeant will be selected. The Chief noted that he will have a

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written test (either Hillsborough Police Department's or the State Police Department's or some combination of the two will be used). The candidates will also go before a four person oral board. The position is budgeted from January 1, but would probably not be filled until after Town Meeting.

There were no final decisions made on the 2000 Police Budget.

GENERAL BUSINESS

• **Review, discuss and approve minor repairs to the Depot Street – Antrim/Bennington bridge**

The Board discussed this matter with the Road Agent. He noted that the concrete support for the metal girders has disintegrated. If sufficient weight passes over the bridge and causes the girder to twist it could flex the bridge. The written quote for repairing the bridge is \$6107. It could be considerable more if the bridge is damaged. The company that looked at the bridge thought that other than what has been documented the bridge is in good shape and will carry significantly more weight than originally designed for.

Chairman Seeger made a motion to proceed with the repairs as listed in Hansen's quote, Selectman Dargie seconded. VOTE: 3-0. The Town Administrator suggested charging this to the bridge repair account, despite the fact that only \$1 was appropriated in that account this year. The cost to the Town of Antrim will be ½ the quoted price or \$3,053.50.

• **Review and discuss repairs to the Library roof**

The Town Administrator made the Selectmen aware that Library Trustee, Lyman Gilmore, called to make the Town aware that they have had a contractor look at the Library Roof and it needs some tiles replaced and some repairs to the flashing. Mr. Gilmore noted that they had included \$1,200 for this work in the 2000 budget but that the work should really be completed this year, prior to ice and snow season. The Town Administrator suggested they complete the work and charge it to their repair and maintenance account. Mr. Gilmore just wanted the Board to know in the event that this puts the Library slightly over budget.

• **Review, discuss and approve a multi-year contract for Worker's Compensation Insurance**

The Town Administrator made the Board aware of an offer to lock-in our Worker's Compensation Insurance with the Compensation Fund of NH (CFNH) and in return the Town will receive a 15% discount each of those three years. We have a similar agreement with the New Hampshire Municipal Association's Property Liability Insurance Trust (NHMA-PLIT). We locked in a three year contract with a 5% per year discount. Selectman Dargie made a motion to authorize Chairman Seeger to sign the three year agreement for worker's compensation coverage with CFNH in return for a 15% discount each year. Selectman Tenney seconded. VOTE: 3-0.

• **Review and discuss Y2K contingency plans for Highway Department, Police Department and Selectmen's Office**

The Town Administrator noted that the Police Department's Y2K contingency plan calls for payment of overtime for the Chief if he is needed. She also notes that currently the

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Chief does not qualify for overtime. The Board agreed that no salary employees will receive overtime for Y2K contingency plan implementation.

- **Review and discuss tax rate**

The Town Administrator and the Selectmen reviewed the tax rate and the Department of Revenue Administration's \$90,000 oversight.

- **Discuss status of Millennium Committee sponsored dance on December 31, 1999**

As discussed with the Police Chief, previously in this meeting, the Recreation Coordinator, Shelly Gardner, could not recruit an appropriate number of chaperones for a dance on December 31, 1999. She has offered, and will be holding a dance at the Town Gym on December 30, 1999 instead. Due to these difficulties, the Recreation Coordinator, does not want to be responsible, in any way, for a dance at the Town Gym on December 31, 1999. The Selectmen agreed that she will not be responsible and sincerely doubts that there will be sufficient police manpower to have two dances on December 31, 1999.

- **Set dates for budget worksessions for additional departments, as needed.**

The Selectmen will set aside an unspecified amount of time at their November 8, 1999 meeting to review the Ambulance, Fire and Library budgets prior to meeting with these departments.

- **Review and approve minutes of the October 18, 1999 meeting.**

The Selectmen unanimously approved the October 18, 1999 meeting minutes with the Chairman's corrections.

- **Town Administrator's attendance at NHMA Annual Conference**

The Town Administrator will be out of the office on Thursday, November 4, 1999 to attend the New Hampshire Municipal Association's Annual Conference in Manchester.

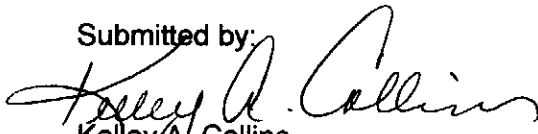
The Selectmen reviewed and signed the following items:

- (1) Tax deed from Priscilla Chandler to the Town of Antrim; renewal of appointments for Assistant Forest Fire Wardens, as recommended by Fire Chief.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:20 p.m.

Submitted by:


Kelley A. Collins
Town Administrator