

**OFFICE OF SELECTMEN
6 HOLLAND STREET
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MOULTONBOROUGH, NH 03254**

Selectmen's Work Session

December 3, 2010

MINUTES

Selectmen Present: Joel R. Mudgett, Chairman, Karel A. Crawford, Edward J. Charest, James F. Gray, Betsey L. Patten; Carter Terenzini, Town Administrator.
ABC: Jean Beadle, Ed Marudzinski.

The Chair called the meeting to order at 9:05 a.m.

- I. Street Lights:** The removal of the various street lights had met with some objections after the initial list was acted upon. The Town Administrator said he had placed the matter on hold for a few days while he could get the staff in to review exactly how these recommendations had been made (i.e. a review by Public Safety and Public Works, a personal review by him, the circulation of a Draft list for the BoS and user agencies to review and then a final for action). He introduced Sgt. Joseph Canfield from the MPD who said he and Andy Daigneau did a night time drive of all locations and reviewed them based upon the following:
- a. Quantity of pedestrian traffic (not just one night as he mostly works nights so he has historic knowledge).
 - b. Intersecting roads.
 - c. Physical design and condition.
 - d. Ambient business lighting –
 - 1) Harbor Square – you don't even see the light.
 - e. Area speed limits.

After hearing the presentation, Karel said she has full confidence in Public Safety and their judgment. Ed disagreed as the lighting is "welcoming" to Town. Sgt. Canfield said he agreed with Ed (i.e. he agrees with Carter on now keeping #13 Holland), but his task was to review them for public safety concerns. Betsey asked why we were keeping them on Playground Drive. The Sergeant said they were on his original list. Carter said the list had also been reviewed by Recreation who wanted some of them to stay for program purposes. We are in the midst of relocating and relamping some of them now. Once that is done we can revisit the matter. Jim said he is fine with the list and Joel was as well. Based upon that consensus Carter said he will now advise NHEC on the new list of 19.

- II. Scott Kinmond – Public Works:** Scott Kinmond (Highway Agent/Director of DPW) gave an overview of the past few years and his FY 2011 request. He pointed out that his combined operating budgets from 2009 to 2011 have gone up from \$2.55 million to \$2.6 million or less than 2%. He explained how the 17 full time equivalent (fte) positions in 2008 had remained relatively constant (dropping to 16.7 fte) the larger issue was that full time benefits (ftb) – through a re-organization of staffing for a bit more reliance on per-diems and seasonals – had dropped from 17 to 15 saving those two full sets of benefits (health, pension, etc.). While not yet fully implemented, projections show that we can support the revised and reduced fleet schedule with \$142,000/year instead of \$180,000/year. In addition to the \$38,000/year savings on capital there is a side benefit of lower operations and maintenance costs. He also pointed out that our

increased emphasis on road maintenance meant we had a better possibility of keeping the PCI index (now 76) from dropping and getting longer life out of our roads at a lower cost. Betsey asked what the desired PCI index is. Scott said that in talking with his peers it is 80-85 but getting there would take the \$1.25 million that had been originally projected.

Betsey asked if in reclassifying the Laborer position to an Equipment Operator we would keep the laborers. Scott said only the per diems. What he was trying to do was have a crew with maximum flexibility. He can always have an EO mow a lawn, but you can't have a laborer drive a large plow truck.

Facilities Unit: Scott pointed out that the only monies in the budget for the settling slab at the Public Safety Building are for continued monitoring. Joel expressed his concern that we really had no idea of whether or not the slab is "hung up" on the form ties and could drop radically if one of those rusted off. Carter said he would push the engineer to get an answer on ground penetrating radar so we could try to determine if there are variations below the slab and then, as Joel suggests, identify some key locations to drill and video. Next investigation steps could be a possible \$17,500 per Town Engineer.

Scott described the changes now underway with converting to our own propane tanks. This allows us to buy off of the state contract (estimated savings of \$.50 per gallon or \$7,500 a year). We have been having some real trouble getting the current provider (Rymes) to co-operate with our efforts. Jean asked about his request for a wood furnace at Highway and improvements to the Community Center. Scott said he now heats Highway with a waste oil burner (Carter wants to see how a new air handler unit in the FY 2010 budget works before making the next investment). Donna wanted a reconfiguration of some of the space at the Community Center (which Carter wants to wait on the BRC recommendation before making an investment in the facility). Ed asked if a wood furnace will save money and Scott said it was hard to predict. He certainly can access a large supply of wood for the operations and this year he ran out of waste oil and had to buy 300 gallons to get through the winter. However, we did get a lot of oil from one marina this year. Joel asked how much it takes to service the waste oil burner. Scott said the waste oil can be tough to burn. It takes at least one filter a month and one service call a year. Jim asked what happens to the waste oil if we go to wood and Scott said he would ship it to the Transfer Station which also uses it. Ed M. asked what we would do if the wood furnace dies and Carter said we would look at the various options to make a recommendation based upon capital and maintenance costs at the time.

Highway: Jean Beadle asked if there are other part-time positions we could add hours to, to meet Scott's administrative support needs. Carter explained that would increase their hours where we have to provide full time benefits and that the part-timers we had, enjoyed the flexibility due to family or other commitments. It was explained that a \$32,000/year salary can actually require as much as \$35,000/year in benefits while a \$10,000/year part-timer costs only about \$1,500 in benefits. Karel asked if there was sufficient office space and Scott said yes. She said she was leaning toward it and Joel thought it was a good idea as well. Carter said the payoff is there using the propane project as one example and quoting the age old maxim that, "you can't manage what you can't measure."

Joel asked about monies for tree work in two places. Scott explained that one was for hazard trees (blow downs) while the second was for maintenance (general). Carter said we would revise how those were presented in the future for more clarity. Scott was asked about the Catch Basin

Cleaning and Road & Building Sweeping amounts (Carter will check to see if those were omitted by mistake). Similar wording changes will be made to the pagers wording. Jean Beadle asked if we were actually paying \$4.50 for our diesel fuel. Scott replied, no it floats, but he had to estimate what it might peak at. He is working to convert to state bid pricing, but the vendor is not warm to the idea of dropping only 1,000 gallons at a time.

Joel asked Scott to justify the Plasma Cutter. It was explained that we can cut body sections and weld new sections to make repairs. Scott said it could cut up to 7/8" thick material. Joel continued asking about the proposed 1,000 gallon poly water tank. Scott said the current one is an old boiler tank with a small access port which was rusting badly and clogs up the "jerry rigged" spreader. Joel asked and learned that it was used quite often in the grading operation. Scott said it was one of those pay me now, pay me later (capital) situations vs. extra "runs" which took more staff time and truck miles. Staff identified this as one of their top items to make their job easier and more efficient.

Ed M. asked about the \$20,000 requested for an item called Dump Body Replacement/Recondition. Scott said it will go onto a 2,000 dump truck to extend its life which he estimated to be roughly another 4 years. He thought we would recover some of the cost when we sell or trade it. Joel asked about the power broom, which was described as a motorized roller/paddle which would be most helpful in hardened sand areas that need to be cleared (corner of Sheridan and Pathway).

Ed M. asked if the need(s) for the two pumps could be met by re-using one from the soon to be replaced fire boat. Joel wondered if we have the old one at the Fire Department. Carter will have the Fire Chief and Scott talk. Jean asked about the "Magic O" versus salt price. Scott explained that "Magic O" treats the salt. He went on to explain how we have reduced salt usage and sand as well through calibrating of spreaders, pre-treating the roads to let the brine work, and other such measures. Carter pointed out that there were environmental issues in reducing the use of these materials as well as, hopefully the reduced costs in sweeping and catch basin cleaning. Jean asked about the item of dust control. Carter said this wasn't just an issue of the "dust" as an environmental complaint, but it limits the loss of roadway surface materials. Scott said we did about 6 miles this year and the roadway "stays like iron" reducing the need for re-grading and a reduced use of gravel.

The Chair recessed the meeting at 11:15 a.m. and reconvened at 11:25 a.m.

Private Roads were discussed at length both with respect to the management and budget issues and the need to annually advise certain roads of the repairs needed to be able to continue to plow them.

Cemeteries were discussed with respect to the budget, the eventual obligation to expand at least one of them to meet the demand and the desire to catalog all 52 of them as to how we came to own them and the conditions of the acquisition.

Transfer Station was discussed with respect to budget and operations. Carter reviewed the most recent of single stream recycling, that the numbers did not show this would be a good move, that it could actually disrupt current operations of the waste compactors, and that to date – as far as he could determine – not one transfer station had switched to it. Scott said the remaining things to be done with the \$150,000 capital infusion were to build the pole barn to replace the aging

cargo boxes and improve operational flexibility and do the paving sealing. There was discussion and a general level of satisfaction of how much improvement had been made particularly for a relatively low capital investment.

The Chair recessed the meeting at 12:10 p.m. and reconvened at 12:40 p.m.

Pole License: Scott explained there was a pole at Highway Drive Road which needed to be moved from the North side of the road to the South side of the road. The Consensus was to approve and allow Joel to sign off.

Town Hall Energy Audit: Jim Grady of LighTec made an overall presentation explaining how the set-up did not comply with current codes, there was no fresh “make-up” air and that the system was therefore “stealing” air from everywhere it could (aggravating what may be perceived to be a window problem). He outlined a package of \$33,500 in improvements of which \$3,500 would be paid from outside sources. Proposed they would save about \$2,600 a year. It was pointed out that while a longer payback than our previous efforts, they do address code compliance issues and we had already successfully tackled the easier items (lighting) in the first round of improvements. Carter said our assurances in realizing the savings and having efficient operational improvements would be in the contract now being developed. He requested any questions on the proposal within four days with the hope of having a Draft contract before the board on 12/16.

Roads Program: Scott briefly reviewed the proposed program, how we were getting closer to our desired target of having jobs out to bid in the spring and the basic concept for the pavement deterioration charts of “pay me now – pay me later”. Joel asked how it was working out with the new engineer and both Scott and Carter gave them high marks. Scott explained we had hired our own Clerk of the Works this past summer which shaved another \$10,000 off of the projects.

- III. Fire Budget** was revisited. The consensus was that the position of Fire Tower Observer was definitely eliminated and the firefighters understood the reasoning. Joel said the firefighters that he spoke to after last night’s Selectmen’s meeting were very pleased with Betsey’s idea of a separate warrant article to fund the 2nd Firefighter/EMT. He noted some would question why we are eliminating positions and not just changing it around. There was general discussion of the elimination of the position allowing us to hit the zero budget and that this was an entirely new approach which perhaps should be added at Town Meeting. Carter was tasked with drafting an article and there was some discussion as to how to price it out (the whole year to show it clearly, 9 months for the budget year, or lesser to account for the hiring process). Ed M. was concerned that whatever approach we use we make it clear as people hear a smaller amount (if we go that route) and then are surprised by the full year’s costs.

There being no further business the Chair adjourned the meeting at 2:30 p.m.

Approved

Date
Respectfully Submitted
Carter Terenzini, Town Administrator