



Town Council Meeting Minutes

Thursday, January 18, 2018, at 6:00 PM, in the Matthew Thornton Room

Chairman Harrington called the meeting of the Town Council to order at 7:00 p.m. Present at the meeting were Vice Chairman Rothhaus, Councilor Albert, Councilor Boyd, Councilor Flood, Councilor Koenig, Councilor Thornton, Town Manager Eileen Cabanel, and Assistant Town Manager/Finance Director Paul Micali.

Pledge of Allegiance

Chairman Harrington led in the Pledge of Allegiance.

Review of Proposed FY19 Budget

Welfare

Patricia Murphy, Administrator, stated the budget is divided into three sections; administrative, health and social service requests, and actual expenditures.

Line Item #01-25-8399-0-Social & Health Services, represents yearly requests made for assistance. This year requests totaled \$125,080. Being requested is \$75,000. She noted a new agency, New Hampshire 211 (\$1,000 request). The request was brought forth because of their increased efforts in coordinating homeless issues. NH211 is now the central intake location for information gathering. If believed an appropriate measure for referral, the information obtained is sent to the department.

When making a recommendation for funding level, each request is reviewed, and services deemed critical identified.

The budget represents a large increase associated with mental health and drug misuse services. The two agencies that have been dealing with these issues a great deal are Harbor Homes and Greater Nashua Mental Health. Their allocations were increased based on the increase in the amount requested because of the issues they are addressing.

Councilor Albert used the example of Greater Nashua Mental Health Center when asking what services are provided the Town through participation/contributing. Ms. Murphy stated individuals are referred there. There is a sliding scale basis on pay so no one is turned away if they cannot afford to pay, don't have health insurance that covers mental health, etc. If the Town were to send an individual to any other provider, if unable to pay, the individual would not be taken on as a new client.

Councilor Albert noted they work with the Police Department on the various mental health issues the department deals. They will send people out to help mediate, and they are familiar with most of the clients. The service is invaluable.

Councilor Koenig noted NH211 is listed as 211 United Way of Greater Nashua. Ms. Murphy stated it has two parent organizations; funding through United Way but is run by Easter Seals. It was labeled as a United Way program because most of the initial funds for 211 came through United Way. Councilor Koenig questioned if there are other organizations the Town donates to that are funded by United Way.

1 Ms. Murphy was uncertain. She spoke of their funding of some transitional housing services, and that
2 there are several agencies such as Harbor Homes that have those types of services.

3
4 Councilor Koenig questioned where the increase for mental health issues came from as the overall
5 budget for this line item has only increased by \$1,000. He noted the reduction to the amount listed
6 under St. Joseph's Community Services. Ms. Murphy replied there were a few, St. Joe's included, that
7 requested a lesser amount from the previous year. The request from St. Joe's went down because they
8 no longer have the van that was used to get people back and forth from the Community Center. They
9 now have a volunteer service.

10
11 Town Manager Cabanel spoke of the level of scrutiny Mr. Murphy gives to each of the programs
12 making requests. It was noted when proposals are submitted statistics are requested, e.g., total
13 funding, where the funding comes from, how many people they are serving on a whole and what
14 percentage are Merrimack residents, and what services they offer.

15
16 Vice Chairman Rothhaus questioned, if Nashua were to send homeless individuals to one of the
17 extended stay hotels, do they then place them on Merrimack's welfare budget. Ms. Murphy responded
18 it is a tricky question because residency can be gained instantly; they just have to be in your
19 community. However, there is an ethics policy they try to get all communities to follow, which
20 addresses the issue of dumping. Dumping is a big issue. She stated her belief Nashua has more of a
21 problem with people dumping there. Because they have all the services there, people tend to be put
22 there so they can be closer to the services. With the ethics policy, the community that put them there is
23 responsible for continuing as they are considered homeless, until their status changes or they move on
24 their own at which point they would become the responsibility of where they voluntarily decided to
25 relocate or are permanently relocated. She provided the example of assisting a homeless individual
26 with the first month rent to move into another community, but first understanding that individual can
27 afford to reside there so that she is not simply dumping into that community a person who can't afford
28 to live there.

29
30 Vice Chairman Rothhaus spoke of being aware Nashua has sent someone to one of the extended stay
31 hotels, and was curious as to how that might happen. Ms. Murphy commented she has received calls
32 from people staying there. Most she has learned have found it by themselves because an internet
33 search identified it as the cheapest place. Nashua typically calls her if they are looking to place
34 someone in Merrimack.

35
36 When asked about the number of homeless she encountered and assisted last year, Ms. Murphy
37 provided an estimate of 20 families. She spoke of the definition of homeless, e.g., a family that is
38 doubling up with another family because they have lost their housing. There are others with no place
39 to go. It is a lot less costly to prevent homelessness, which is why she does a lot of prevention of
40 evictions.

41
42 Town Manager Cabanel stated whenever possible, if someone is in their own home and receiving
43 welfare assistance, a lien is placed on the home so that the monies can be recouped. This past year
44 there was over \$68,769 that was returned/reimbursed. Ms. Murphy spoke of the unpredictability of
45 that, e.g., last year it was \$250.

1 The last part of the budget is the welfare assistance itself. Ms. Murphy commented the unusual
2 amount she is seeing is the amount being spent on housing, which is mostly related to rents. There is a
3 good deal of fluctuation. She spoke of dealing with many evictions.

4
5 Parks and Recreation
6

7 Town Manager Cabanel remarked there are two areas to this department's budget. The first (general
8 fund) funded through the tax base and the second (revolving fund) is self-funding. Prior to the
9 establishment of the revolving fund, given the timeframe of the budget process requiring budget
10 planning months in advance, if a new program possibility arose, the department could not take
11 advantage of that. The revolving fund provides that kind of flexibility.

12
13 Town Manager Cabanel spoke of how pleased she is with the growth that has taken place in the
14 department, under the leadership of Matt Casparius, in terms of programs and activities offered to the
15 community-at-large.

16
17 Matthew Casparius, Director, Parks and Recreation, noted over this past year the department offered
18 213 different activities compared to 4 years ago when the department was doing about 25. A
19 significant amount of growth has been seen over that period. Aside from individual programs, special
20 events have been taking off, e.g. winter carnival. Record turnouts are being seen every time these
21 events are offered.

22
23 Regarding the proposed FY19 department budget, only a few line items have significant changes. Line
24 Item #01-13-8244-0-Water shows an increase of \$3,846, which relates to Bishop Field. Apparently,
25 MVD was not billing the Town for the water usage, and has realized that error. Assistant Town
26 Manager/Finance Director Micali was asked to look into whether the \$5,000 budgeted for Bishop Field
27 is accurate, and what the charge is to turn on/turn off water at the fields.

28
29 Kyle Fox, Director, Public Works, stated the turn on/turn off also includes the backflow preventer test.
30 They take the backflow valves out of the irrigation houses and store them inside, so they don't freeze
31 in the winter.

32
33 Director Casparius noted the increase (\$2,089) under Line Item #01-13-8260-0-Telephone. The Town
34 started working with a new timeclock software, which ties directly into the financial software. For that
35 to work, it must be on a dedicated internet service. Internet service has not been available at the camp.
36 They have been using a mobile hot spot during the summer months. The new timeclock system
37 provides a savings in terms of time required for the task, but also provides WiFi access to the Function
38 Hall.

39
40 Town Manager Cabanel stated Line Item #01-13-8505-0-Infrastructure identifies a request for \$49,549
41 for the pond dredging and \$42,326 for dock replacement (Wasserman Park), which are items that have
42 been on the radar for quite a few years. This is an expansion of the philosophy the Council has had
43 relative to caring for the parks. Director Casparius requested \$150,000 for the skate park at O'Gara
44 Drive. Town Manager Cabanel stated her impression the consensus of the Council was if that ever
45 were to come to fruition, it would be a Warrant Article on the Ballot at some point, but not now. As a
46 result, she removed that item from the proposed budget.

Councilor Albert questioned if funding was included for the ice skating rink/volleyball area that has been discussed. Town Manager Cabanel stated the anticipated cost to be approx. \$10,000 and would be absorbed in the DPW budget. There are sufficient funds to get that done within this year's budget. When asked about the construction of a basketball court at the MYA, Town Manager Cabanel stated the thought had been that a new basketball court would be constructed and would receive a significant contribution from the MYA. There was discussion of whether they could be located on MYA property. When the Baboosic Brook over D.W. Highway US 3 project occurs, there will need to be a different entrance into the MYA property. At this point, Director Fox is concerned the Town could build the basketball courts, and then have to dig them up. Additional thought has to be given to that. Councilor Boyd questioned how the proposed location of the basketball court would impact a second entrance. Town Manager Cabanel stated that could be looked at further noting there is a long period of time before that bridge project is done.

Councilor Flood stated her assumption the basketball court will remain in its current location until the Town has a location to receive it. Town Manager Cabanel stated the tennis courts have been declared as obsolete by the Federal Government. The Town has the ability to remove them at this time. The remaining items must remain until after the least expires (July 30th).

Councilor Thornton questioned the recent and proposed work at Naticook. Director Casparius stated Milfoil to be an ongoing problem. Divers come in 4-5 times/summer and remove the specific Milfoil plant. The amount of Milfoil at Naticook Lake is reducing slightly, but increasing at Horseshoe Pond. When asked about grant funding, Town Manager Cabanel commented that funding is dwindling. Although Milfoil will never be eradicated from the area, efforts made to keep ahead of it minimize the cost.

Councilor Boyd questioned if there is one more year for the skateboard park at its current location, and was informed the decision is that of the School Board. He stated concern with whether there is a contingency amount to cover the cost of removal should the School Board make that request. Town Manager Cabanel stated the funding would be available. Councilor Boyd commented on the need to identify a location in Town to replace these amenities. Town Manager Cabanel stated her belief it is premature to discuss this as it is a matter that should go before the voters. Councilor Boyd stated concern with not having a contingency plan in place to address that issue for the summer on the off chance the School Board decides they want that removed. Town Manager Cabanel stated her opinion if the School Board wishes to remove the skateboard park they need to speak to their own constituency about why such an action would take place. Vice Chairman Rothhaus commented if the School Board were to make that decision, come July 30th it would be demolished. Councilor Boyd remarked that would result in kids going into Nashua to its skateboard park. Chairman Harrington stated, at that time, a discussion could be had around placing it on the warrant for the following April. Councilor Boyd suggested that be a discussion topic for the Council's Retreat in June.

Councilor Albert stated there may be a period without a skateboard park because of the cost of replacement. He is not happy about that, but also believes there to be an understanding with the school that they would not simply come in and demand it be ripped down. Chairman Harrington stated that has been the request.

Councilor Boyd questioned if the Council could consider placing a Warrant Article on this year's ballot looking to develop a Capital Reserve Fund (CRF) dedicated to a skateboard park. That would

1 show the people in the community the Council is serious about replacing this at some point in time.
2 Chairman Harrington suggested, after the Council has completed the departmental reviews, should he
3 so desire, he could include that in his budget adjustment request.
4

5 Regarding the waterfront improvement project, Director Casparius remarked Wasserman Park Beach is
6 really the only official swimming area for Merrimack residents, and it is not a great place to swim.
7 There is no water circulation. At one point in time there was about 2' feet of water in front of the
8 center section of dock, and now it is typical to start the summer at about 5", and by the end of the
9 summer it is basically mud. Somewhere along the way the lake level has dropped, and the erosion
10 coming down the hill has filled it in with organics, etc.
11

12 What the proposed project would do is put in a temporary coffer dam to allow for the dredging of the
13 swimming area, e.g. rid the area of mud and organics, put in erosion controls around the beach, grade
14 out the beach, add new sand to the beach, and replace the dock system itself. Over the past few years a
15 greater and greater number of repairs have had to be made to the docks. To the best of his knowledge,
16 the last replacement was in 1992. The existing docks are wooden and have a continuous piece of foam
17 underneath. There is no water circulating through there. Modern docks utilize a different material and
18 have channels carved in to allow water flow. Once you have excavated the area, you will have water
19 that can come in, and continue to come. The estimate provided for that work is \$91,875.
20

21 Councilor Albert stated agreement the project needs to be completed. When asked if the pine trees
22 would be removed, Director Casparius indicated he is uncertain at this time. Councilor Albert
23 commented on the existing stumps being a hazard along with roots, etc. He suggested the two pine
24 trees be removed as part of the project. Town Manager Cabanel spoke of State permitting required
25 when conducting work near water. However, noted the issue would be looked at as part of the project.
26

27 Councilor Thornton spoke of the cost involved. He commented on the use the Wasserman and Watson
28 area beaches receive, and remarked he does not see the existing dock as a hazard.
29

30 When asked how the cost was identified, Director Casparius stated he spoke with a dock manufacturer
31 in Hudson who provided estimates.
32

33 Councilor Koenig noted the docks are floating so there is waterflow beneath them. Director Casparius
34 commented there is an issue with mud, erosion coming down the hill, leaves come in, etc. Right now,
35 you get down to the end of the sand and there is about a 4' area in front of the dock that is mud, which
36 you sort of have to jump to get to the dock. There is an issue with ADA compliance.
37

38 Councilor Koenig asked for clarification of the line item for the position of Program Manager, and was
39 informed the position was moved from part-time to full-time effective July 1st. When asked about the
40 split in the amount of salary being funded through the general fund and that being funded through the
41 revolving fund, Town Manager Cabanel stated costs will be addressed in both expense and revenue.
42 Councilor Koenig questioned if a portion of the Director's salary was also split between the two funds,
43 and, if so, why that was not noted on the budget worksheet. It was explained for every special
44 revenue/enterprise/revolving fund there is a Director allocation. There is a formula utilized to
45 determine the amount of personnel salary that will be offset by revenue from the fund to reimburse for
46 the personnel time needed to run the program.
47

Councilor Koenig commented, in the past, the Board received a good deal more detail relative to Line Item #01-13-8372-0-Furth of July. Town Manager Cabanel remarked it had become increasingly difficult to track the revenues/expenditures for the event. The program was turned over to the Rotary. The Town provides a lump sum payment as the Town's contribution to the event. It was noted the remaining balance is then broken up between fireworks and the bands. A total of up to \$40,000 is expended. Each year the fireworks goes out to bid. Whatever funds are remaining after the cost of the fireworks can be utilized on bands.

Councilor Albert commented what he has seen is attendance at the parade and fireworks, and not so much at the fun day, and questioned if the funds would be better utilized elsewhere. Assistant Town Manager/Finance Director Micali responded the question has been asked of the Rotary, and every year they respond that they see a benefit to the Town and the Rotary, and wish to continue. If there comes a point in time when the Rotary no longer sees a benefit to it, it would stop.

Summer Day Camp

Town Manager Cabanel noted Line Item #89-89-8375-0-Day Camp includes the Director allocation (revenue transfer to general fund), which is one example of what was previously explained. It was noted the total amount of revenue utilized to offset the two salaries in the department is proposed to be \$40,295.

Director Casparius remarked the biggest benefit of the revolving fund for the department is the flexibility it provides. With the length of the budgeting cycle it is not necessarily known in October of 2017 what programs will be offered in July of 2019. Public needs change, etc. This mechanism allows for programs to be added providing they can be self-supporting and provide for the Director allocation.

Director Casparius remarked as program revenues come in, the funds are deposited into the Town accounts. A report is provided confirming the numbers to allow for the opportunity of a review should a discrepancy be seen. Reconciliations are done to ensure the programs are in fact self-supporting. Town Manager Cabanel noted the revolving fund has a very small balance at year end (approx. \$4,000).

Director Casparius spoke of a new program started last year, Camp Trek, which is the teen trip and travel camp. The need for a place for 12-14-year-old kids was seen. Parents needed activities for them, but they were getting bored with traditional camp. With this program, they spend 2 days/week doing traditional camp activities, and the other three they are off-site exploring New Hampshire. Last year was the first full summer, and the program received a great response. A sizable jump in enrollment is anticipated this year.

Councilor Albert questioned the number of resident and non-resident participants, and was informed the ratio is around 95% residents.

The department had been running a half-day preschool program over the last two summers. It was doing okay, but the level of demand was simply not seen. As a result, it is being discontinued this year. However, they have made a change so that the Naticook Day Camp will begin at age 4 rather than age 5.

Another program that began last year was the school vacation week program. The February and April vacation weeks last year sold out, and people had to be turned away.

Town Manager Cabanel spoke of the review that goes into consideration of a new program, e.g., identify the need, and ensure offerings by the Town would not compete with a local business that provides the service.

Director Casparius commented the Summer Playground Camp is something the department has been looking at trying to do for a few years. Naticook Day Camp usually ends around the 18th of August, and there are usually 2-3 weeks before school starts. This year they are moving forward with the plan to offer programs during the last few weeks of the summer.

When asked about Line Item #01-13-8910-0-Capital Reserve Fund Purchases; netting Twardosky ball field, Director Casparius stated the cost was included in the budget last year. It is a new netting system planned for installation in the spring.

Chairman Harrington departed, and Vice Chairman Rothhaus presided.

Town Manager Cabanel noted the department discussion would include the wastewater fund, which is self-supporting.

Town Manager Cabanel spoke of the request for a full-time custodian for the Town, which would come under Buildings & Grounds. That position would have an approx. cost of \$58,000 (includes benefits). A meeting was conducted with the Police Chief, Director Casparius, and Director Fox to discuss sharing the position between the three departments.

Line Item #01-17-8502-0-Buildings; HVAC upgrade, has \$150,000 proposed. The Council has heard discussion of the heating and cooling system at Town Hall. As the process evolves they are learning the expense is quite a bit larger than the \$150,000 proposed. She spoke of the antiquated units in Town Hall, and touched upon some of the issues experienced, e.g., level of noise generated, no flow; if the Town Manager's office door is closed, heat generated from that unit cannot reach the outside office. In the past year, there have been a few incidents where the units started smoking setting off the fire alarms.

Available options include replacing the existing units with a new version of the same type for \$150,000 or pay a significant amount more for an entirely new system. She commented on the difficulty of deciding to approve a large expense that would be made all at once, and is not coming from a CRF. She noted she does not yet have a recommendation on that matter.

One of the largest increases in the Solid Waste budget relates to recycling cost. At one time, the Town generated a small amount of revenue from recycling, and now there is a cost for removal. It remains cost effective to recycle.

Solid Waste Disposal

Director Fox stated the Solid Waste division facilitates the disposal of trash, recyclables, electronics, demolition, appliances, brush, etc. There are currently 6 full-time and 1 part-time employee.

The overall budget is up 13% (\$206,816). Of that, 5.5% (\$76,416) is related to operating and personnel expenses. Line Item #01-09-8355-0 Solid Waste Disposal, is up \$51,075. That is related to the increase in tipping (from \$69 to \$70/ton for an increase of \$8,300) and recycling (from \$25 to \$54.50/ton for an increase of \$42,775) fees. The personnel side of the costs represent increases to health insurance, contractual raises, and associated costs, e.g., social security.

Regarding capital expenses, proposed under Line Item #01-09-8910-0-Capital Reserve Fund Purchases are two purchases. A trash trailer (\$70,000) is proposed; there are four in the fleet, one is being replaced in the current budget, the second is being proposed for replacement in the FY19 budget. The intent is to skip a year and in each of the following two years look to replace the final two. All the trailers were purchased in 2005 when the transfer station first opened. The second purchase proposed is a truck cab & chassis (\$120,000) to replace the Peterbilt tractor (1999 model). The tractor was purchased used in 2005.

Because the trash trailer was in last year's budget, and this year's budget at \$70,000, the increase (difference) in the capital portion of this year's budget, is only \$120,000.

When asked, Town Manager Cabanel stated the recycling contract includes removal. The regular trash is loaded and brought to the contractor, Waste Management. That is how the trailers are utilized.

When asked, Steve Doumas, Foreman, stated the life expectancy of a trailer to be upwards of 15-18 years. He spoke of the efforts of the equipment maintenance personnel in maintaining and rehabbing the equipment. Director Fox noted the trailers are live floor trailers. The floor vibrates, which is what pulls the trash out of it when they arrive at the dumping location. There is a large cost associated with repair/replacement of the live floor. Councilor Albert questioned if at some point it becomes cost effective to contract out the hauling of the trash to Waste Management. Mr. Doumas stated that to not be the case noting studies were done several years ago. They started with a private entity, which did not work out well.

Town Manager Cabanel noted these issues are evaluated every few years, e.g., whether it would be cost effective to contract out equipment maintenance, transportation of trash. What they have found is with the profit margin that is built into what a private entity would charge, the Town's cost of doing the work is lower.

Town Manager Cabanel commented in most of the department budgets there are operating expenses and deposits into and expenditures out of CRFs. Capital Reserve Funds are established as a means of savings for capital (large) expenses to avoid fluctuations in the tax rate. When a deposit is made to a CRF, it is an expense to the general fund (operating budget). Monies must be raised through taxes to cover that expense.

When the time comes to make the planned purchase, the cost is shown as an expense in the operating budget; however, the monies are transferred (expended) out of the CRF and appear in the operating budget as revenue to offset the expense, e.g. the same dollar amount that was listed as an expense is also listed as a revenue.

Town Manager Cabanel commented during difficult economic times, it was easier to reduce the amount of allocation into CRFs than other areas of the budget. As a result, the amount of the

expenditures/purchases far exceeded the amount of allocations/deposits in those years. Efforts have been made to balance that, and have reached the point where the allocation amount comes close to or equals the amount of the expenditure. As time progresses the CRFs should be in a state where they can be used as intended (savings).

Highway

Director Fox stated the Highway Division maintains the Town's public infrastructure including parks and athletic fields, roads and bridges, drainage, dams, and cemeteries. Personnel consists of 22 full-time and 4 part-time employees.

The overall budget is down 19.7% (\$1,309,759), which is largely because of the revenue from CRFs, e.g., Bedford Road Bridge was in last year's budget, and in FY19 there are no bridge projects included. Operating expenses have increased 4.6% (\$114,781). The increase in personnel cost is \$60,000. Line Item #01-08-8280-0-General Insurance has increased by \$16,948. Line Item #01-08-8341-0-Sand & Salt has increased by \$15,000. Line Item #01-08-8505-0-Infrastructure/Paving has increased by \$50,000. Line Item #01-08-8508-0-Operating Equipment has increased by \$29,000. That increase would allow for the purchase of a hot box trailer and an asphalt milling attachment for the trackless machine. The equipment is used to grind grooves into pavement, and they take off a portion of existing top coat of pavement. That equipment is very expensive to get in and paving contractors don't like to come in to do small quantities. There are a lot of roads in Town where there are intermittent patches that are problems. Having this piece of equipment, which will attach onto the existing sidewalk machine (trackless) will allow that work to be done inhouse.

There are four CRFs in the budget: Highway Equipment CRF, which is used to purchase equipment (major pieces), the Traffic Light Preemption, which is the Opticom system that lets the Fire Department have priority through the traffic signals, the D.W. Highway CRF, which is dedicated to pavement improvements just on the D.W. corridor, and the Roads & Bridges (Infrastructure) CRF. Proposed for FY19 is a total allocation (deposit) of \$1,005,000, which represents a \$15,000 increase over FY18.

Proposed purchases out of the Highway Equipment CRF in FY19 are two 6-wheel dump trucks to replace existing (2005 models), ¾ ton pickup (replaces 2006 model), and an athletic field groomer (replaces 1987 model).

Proposed expenses out of the Infrastructure CRF include drainage improvements (\$200,000), crack sealing D.W. Highway (\$50,000), paving gravel roads (Fuller Mill Road and Lester Road) (\$100,000) and Seaverns Bridge canoe launch (\$50,000).

Director Fox commented the department has been working methodically trying to get rid of the Y shaped intersections in Town. Lester Road is one of those. The Town owns enough right-of-way at the intersection with Amherst Road to make the swing in to accommodate the 90° intersection.

Councilor Albert spoke of previous discussions of Greens Pond Road, and questioned why that would not be a priority. Director Fox remarked what was proposed in the Capital Improvement Program (CIP) is \$100,000/year for three years. These two roads have good ditch lines, are not heavily traveled, and can be taken care of easily without having to add drainage. Greens Pond Road is a

different situation, e.g., slopes are steep, abuts one of the drinking water supply areas, etc. It will require more engineering and costs. The hope is to utilize some funds to develop survey plans and begin the design.

Vice Chairman Rothhaus asked, and was informed the paving would include the intersection and the entire length of both roads. He questioned the impetus behind paving those relatively short gravel roads. Director Fox noted a good deal of time is spent maintaining the gravel roads each summer. He spoke of the grading machine, replacement of which would be a large cost (over \$250,000), and noted if we rid the Town of most of the gravel roads, there may not be the need to replace that piece of equipment.

Councilor Flood questioned, and was informed CRFs can only be utilized for the purpose(s) for which they were established.

Vice Chairman Rothhaus asked for additional clarification of the increase to Line Item #01-08-8386-0-Bridge Repairs. Lori Barrett, Operations Manager, explained concrete bridges are cleaned (hosed down to rid of salt, which can cause damage), and are then coated with a sealant.

Equipment Maintenance

The Equipment Maintenance Division maintains the Town's fleet of vehicles and equipment for the Police, Fire, Public Works, and General Government departments. Personnel consists of 5 full-time employees.

The overall budget is up 0.6% (\$2,772). Personnel costs are up 2.5% (\$10,800). Operating expenses are down 27.3% (\$8,000). Last year there was a purchase of diagnostic equipment, which does not appear in the FY19 budget. No capital purchases are anticipated.

Buildings and Grounds

The Buildings & Grounds Division maintains the Town Hall complex, Police Department and Adult Community Center buildings and grounds along with Abbie Griffin Park/gazebo. Personnel consists of 1 full-time and 2 part-time employees.

The overall budget is up 77% (\$199,498). Operating expenses are up 24.5% (\$58,698). The new full-time custodian position accounts for \$58,000. Line Item #01-17-8502-0-Buildings; Town Hall HVAC Improvement Project, accounts for \$150,000.

The \$150,000 cost for the Town Hall Improvement Project would get rid of the 22 PTAC units. Those are the type of cheap units you would see in a hotel. He spoke of the noise level, uneven heat, etc. associated with those units. In the past 6 months two of the units caught on fire. Fortunately, the only damage was to the units themselves. H.L. Turner was hired to evaluate the HVAC in both the Town Hall (focused on 1st floor of east bldg.) and Police Department. Their recommendation was for the replacement of all those units with a central furnace unit that would be in the basement and have branches going to each of the offices on the 1st floor. Total proposed cost is \$240,000. The reason they recommended that is despite large initial cost, looking out over the 20-year lifespan, it is less expensive than simply replacing the existing units with similar units (8-year lifespan). The return on

Investment with the more expensive central unit is 8 years. In addition to that is savings resulting from fuel efficiencies.

Town Manager Cabanel questioned the possibility of rebates. Director Fox stated that possibility was not included; however, he is of the belief there would be savings in that regard. The request was made that that be investigated prior to the vote on the budget as the amount of rebate(s) can be large.

Councilor Thornton questioned the number of windows to be replaced for the \$10,000 cost, and was informed the hope is that the entirety of the Town Hall building can be done at that cost.

When asked what the responsibilities of the custodian position would be, Director Fox stated he/she would share all maintenance responsibilities. Immediately following the investment that was made in the buildings, there were layoffs in Buildings & Grounds. The improvements held up well as they were new, but there is a responsibility to maintain that investment. The part-time position in Town Hall maintains 24,000 sq. ft. of offices, meeting space, 5 bathrooms, 3 kitchens, etc. It is a tremendous amount of work to be done in 4 hours/night. Deep cleaning is not able to be accomplished.

In addition, with projects such as the HVAC project, one of the ways savings can be achieved is through use of in-house personnel to take on the portion of the project such as patching holes created in the walls when the old units are removed, painting, etc.

He remarked there is currently a temporary person filling a custodian role. That individual has been patching holes in walls, painting several rooms in the Town Hall and the downstairs of the Police Department, which hadn't been done in 22 years. The individual has also been augmenting the cleaning of the Police Department. With 1 person over there 4 hours/day cleaning all the jail cells, bathrooms, meeting rooms, lobby area, etc. They are a 24/7 operation, so the need is great. There is simply too much work for a single person.

He commented on inter-department discussions that have occurred relative to the position being funded out of Buildings & Grounds, but 5 hours/week would be dedicated to supplementing the Police Department cleaning, and 8 hours would be attributed to Parks and Recreation (Function Hall needs, etc.). Director Fox stated his opinion in all the Public Works budgets it is the number 1 priority that needs to be filled.

Vice Chairman Rothhaus commented it was a bad idea when it happened back in 2010, and everything the Director has spoken of is correct; the maintenance needs have fallen gradually behind, and it is almost impossible to get it all done. He stated his support of the position. Councilor Flood commented it seems the greatest loss, when the positions were removed from the budget, was people who were loyal to the Town, worked for the Town, and kept their eyes open.

Public Works Administration

The Administration/Engineering Division is responsible for directing and managing all functions of the Department, developing and implementing the CIP, and performing engineering functions for Town Departments. Personnel consists of 3 full-time employees and 2 interns. The overall budget is up 2.6% (\$9,973.00). Being proposed is the addition of a 3rd engineering intern to focus on stormwater pipe inspections. The need for this position was discussed during a recent presentation to the Council.

Wastewater Treatment Fund

The Wastewater Division provides environmental service to the community through monitoring, collecting, and treating the wastewater from the Town in a manner that surpasses our Federal discharge limitations (NPDES permit) and to produce a Class A compost material that surpasses all Federal and State requirements. Personnel consists of 21 full-time and 1 part-time employees.

The budget is funded through user fees (tax neutral). The facility remains in the lowest 10 sewer rates in the State. There is no proposed rate increase for FY19. The overall budget is down 2.8% (\$120,850), which is largely due to capital projects done last year that are not being replicated in FY19. Personnel services and operating expenses are up 3.4% (\$120,000). The proposal includes the addition of a summer intern for camera inspection of sewer pipes. Line Item #s 031-10-8241-0-Electricity and 31-10-8243-Heating Oil, anticipate savings (\$42,000) being realized following Phase II upgrades that were completed two years ago. Line Item #31-10-8311-0-Chemicals shows an increase of \$24,000 due to a change in the process of industrial users.

The budget proposes the replacement of a front-end loader (2006 model).

Councilor Boyd asked, and was informed, in total there are 3 interns being sought; 2 in Administration and 1 in Wastewater. He pointed out the typo under Line Item #31-10-8107-0-Wages-Part-Time where it is listed as 2 interns rather than the 1 requested. Director Fox spoke of how the interns augment the other programs, e.g., survey work for stormwater improvement projects.

Councilor Boyd spoke of the examination the State conducted for PFOAs and PFOSs in wastewater noting the relatively good report that resulted, and questioned if there would be any type of additional planning in that regard. James Taylor, Assistant Director, Public Works/Wastewater, stated the budget does include funding for that. Currently there is no approved analytical method for testing wastewater and solids. EPA should, within the next few months, come out with a recommendation on a method. In anticipation of that, funding was included (Line Item #31-10-8359-0-Other Outside Services) to conduct a mass balance; essentially look at the inputs, what is happening with compost and the plant effluent. When asked, he stated there exists, inhouse, the expertise to do this work.

Vice Chairman Rothhaus questioned the court building and costs associated with maintenance. Assistant Town Manager/Finance Director Micali noted offsetting revenue received. He stated the potential to consider an increase in the amount charged. It has been \$15,000 consistently for parking lot maintenance.

Adjourn

MOTION made by Councilor Boyd and seconded by Councilor Thornton to adjourn the meeting. MOTION CARRIED 6-0-0

The January 18, 2018 meeting of the Town Council was adjourned at 8:48 p.m.

Submitted by Dawn MacMillan