

Budget Recommendations Advisory Committee
Nowak Room
Town Office Building
October 30, 2019

Members Present: Bob Kelly, Chair; Christine Soutter, Vice Chair; Corey Stevens, Dan Gray, Don Clement, Judy Rowan, Nancy Belanger, Nicholas Gray, Anthony Zwaan, and Liz Canada

Members Absent: Tai Chin Tung, Dave Beavens, Enna Grazier

Others Present: Russ Dean, Doreen Chester, Niko Papkonstantis, Kathy Corson, Anne Surman, and Julie Gilman.

Mr. Kelly called the meeting to order at 6:32 PM.

1. Minutes

a. October 18th, 2019

Mr. Kelly said Ms. Grazier (who was not present at this meeting) had a correction to make. After the meeting she communicated that in the discussion about the Sustainability Coordinator position, “don’t understand exactly what is proposed” should be rephrased to “not enough detail was provided for them to understand the full scope of the job.”

Ms. Belanger said that on page seven, the Sustainability Advisory group should be described as a “committee,” not a “commission.” She also asked that the information be added that she provided two handouts to the BRC members: information on the receiving of the grant, and a draft job description for the Sustainability Coordinator.

MOTION: Ms. Belanger moved to approve the minutes of October 18th, 2019 as corrected. Ms. Soutter seconded. Dr. Zwaan and Nicholas Gray abstained as they were not present at the 10/18 meeting, and the motion passed 8-0-2.

2. Tax rate setting

Mr. Dean said the preliminary tax rate for 2020 is \$23.27 per thousand. \$27.50 is the current rate, so this would be a drop of 15.5%. The town share is \$5.71 per thousand; schools are \$14.64; the state ed tax is 1.98; and the county tax is \$0.94. With the revaluation, there was an average 18.9% increase in property values. The former average single family home was valued at \$337,000, and is now valued at \$407,000. If a taxpayer had a property of this value, they would see a \$151 reduction in their bill.

3. DPW

Jennifer Perry, the Public Works Director, and Jay Perkins, the Highway Superintendent, were present to discuss the DPW budget.

Nicholas Gray was the chair of the DPW subcommittee, which also included Mr. Clement and Mr. Beavens. Nicholas Gray said that the subcommittee recommended a \$5.54 million budget, which is a 3.1% YOY increase over \$5.38M. There were \$106,000 of department

requests that the subcommittee rejected. If these requests were included, the budget would increase by 5.5%.

In Administration & Engineering, there was no recommended variance. The total budget request was \$385,000, a 2.0 % YOY increase. This was largely driven by salaries and benefits, mostly adjusted for inflation.

Ms. Chester stated that the new benefits total is \$158,519.

Mr. Stevens asked the status of the project in line item 55238, Radio Replacement. Ms. Perry said that radio replacement is when they purchase new equipment, and \$1,000 is barely what is needed to cover those costs. It also comes from the vehicle charge, but they usually spend that. Mr. Clement said it's a placeholder for anticipated radio replacements. Mr. Kelly asked how much radios cost. Ms. Perry said they spend \$600-\$800 for radio replacement, but they're buying cheap equipment, it should be closer to \$1,500. Mr. Kelly said the line should be spent if they want to keep it going forward.

Ms. Chester stated that the new DPW Admin number is \$388,660.

MOTION: Ms. Belanger moved \$388,660 for DPW Admin. Mr. Clement seconded. He said that there were three positions to be reclassified, which is an increase of \$12,000 in Salary/Wages, but he felt that this is a Select Board decision, not the purview of the subcommittee. Ms. Chester said that all reclassification money was to be transferred to the HR budget, and should not be in this budget. Mr. Dean clarified that there was a compensation adjustment to one of the personnel in Public Works, due to a change in responsibility; other proposed reclassifications will go through an HR process. All were in favor.

Nicholas Gray said that in Highways and Streets, the subcommittee had three modifications. There was a request to add a new Highway Operator at a cost of \$50,900 for eight months of salary, but the subcommittee felt they haven't reached the point where a new hire is absolutely necessary. The second modification was in line item 55310, Tree Maintenance; based on historical spending, they think it can be level funded at \$23,000 rather than increased to \$25,000. The third change was to increase line item 55267, Signs, to \$14,000 to fund a flashing crosswalk beacon on Hampton Road.

Ms. Perry spoke regarding the department request for an additional Heavy Equipment Operator. They've had the same staffing numbers for 20 years, and in that time the town has added numerous streets and roadways, which adds plowing, roadside maintenance, mowing, tree pruning, drainage maintenance, catchbasin cleaning, and so on. They've added over 20 new subdivision roads in 20 years, some over a mile in length, and it has become a toll on the department. Mr. Perkins added that because of the new MS4 regulations, they are spending a lot of time cleaning storm drains and documenting contractor work. The street sweeper is out as often as possible, to meet that permit. Also, the new concrete sidewalks require sealing maintenance every two years, which is labor-intensive.

Ms. Rowan asked if these costs could be considered towards a maintenance part of developers' impact fees. Mr. Clement said they only have impact fees for water/sewer, schools, and Rec. Mr. Kelly asked if the impact fee study that the BRC approved could include this issue. Mr. Dean said they could discuss a road impact fee. Mr. Kelly said that it might make more sense to add staff if the position could be funded through revenue. Mr. Clement suggested

having a culvert impact fee, which is a defined project, rather than tying it to road maintenance, which is a broad task.

Ms. Soutter asked if they could use part time people to address the needs. Mr. Perkins said they've tried. Ms. Perry said it's almost impossible to hire part-time seasonal labor in this economic climate. She suggested zeroing out line item 51210, Salary/Wages Temporary, if that could get them partway to a full time employee. Ms. Soutter asked if it would be helpful to increase overtime. Mr. Perkins said he can't get people to work overtime. Dr. Zwaan asked if they could contract out the expanded street sweeping program. Mr. Perkins responded that they do it in house; they purchased a special sweeper for nearly \$300,000 to meet air quality standards because they couldn't find any contractor with that type of sweeper.

Dr. Zwaan said that the staffing of Public Works employees has an impact on the quality of life for our citizens, and was important.

Mr. Stevens asked why the subcommittee did not recommend a new employee. Mr. Clement said that the cost of adding an employee would be \$50,000 this year and \$85,000-\$90,000 going forward. Their question of "what required service was not being delivered to Exeter's residents without this individual?" didn't get a good answer. Mr. Perkins said his department will do what is required no matter what, but they're stretched thin, and there are a lot of things that don't get done during the year, such as tree pruning and culvert replacements. They're always behind on projects. The quality of service will improve with a new person and they would get more done each year. Ms. Soutter asked what more could be done. Mr. Perkins said more tree work, cutting road shoulders back for drainage, and cleaning. At the Transfer Station, there are safety improvements they've been waiting two years to do. They could do road shoulder work, putting gravel in the shoulder so there's no drop off. They should be milling roads. The paving crew went out seven times this year, but it should have been three times that. Ms. Perry said they are always reprioritizing, making sure that urgent safety needs are addressed, and other work gets put off. Ms. Canada asked what percentage of the total the 20 new subdivision roads represented. Ms. Perry said it's significant. When she started with the department, there were fewer than 60 miles of road, now it's up over 70. Mr. Kelly said that's 15 or 20%.

Nicholas Gray said that with the increase for recycling/waste management and unfunded mandates regarding the landfill, this doesn't seem like the year to add to wages. The department is still getting the job done. It may not be workable long-term but it's okay for now. Ms. Belanger asked Mr. Perkins how many years they've been "getting the job done" and feeling like they need extra staff. Mr. Perkins said it started to hurt with the stormwater regulations. The sweeper is out a lot longer during the year now. Ms. Perry said she saw the need for new staffing in 2013.

Nicholas Gray said that line item 55310, Tree Maintenance, had a requested increase from \$20,000 to \$25,000, partly because of additional improvements made on Lincoln Street. Looking at historical spending, the subcommittee didn't think the additional \$5,000 was necessary. The line was historically underspent until 2017, and was at \$16,000 in 2018. Even with a \$5,000 increase in spending, it should still come in around \$20,000. Ms. Perry said that Lincoln Street trees add some costs, but more significant are the Emerald Ash Borers. Exeter has had positive IDs on these pests, which will devastate the Ash population. Those Ash trees which are adjacent to roadways will have to be removed. Mr. Perkins said that the Lincoln Street

tree maintenance is fertilization for the first two years at \$3,800. The tree budget would be triple that line item if they didn't do most work in-house. The Parks Department is having issues with trees in their parks. The Conservation Commission doesn't have a tree item in their budget. He would like to do more planting of trees, as they have lost many to storms in the last few years.

Ms. Belanger asked about the spend to date for Tree Maintenance, and Ms. Chester said \$15,670.

Ms. Soutter asked how they would do more work on trees if they don't get a new person. Ms. Perry said most of the spend is arborists and professionals coming in to do the work the department can't do.

Mr. Clement said that trees are important to the quality of life. Exeter is nominated as a Tree City. They want to encourage trees and sustainability. Mr. Perkins said that Exeter meets the criteria to become a Tree City, no additional funding for that is necessary. They're trying to plant new trees and preserve old growth trees. They can't control the Emerald Ash Borer, but they're surveying the trees that should be treated, such as the old growth trees and the trees on the Parkway. Mr. Stevens asked if the additional \$5,000 would save town labor or allow them to do more. Mr. Perkins said this is the high line stuff the department can't do but which should be done. They're also trying to reserve more for end-of-year emergencies.

Ms. Rowan asked about the relative priority of hiring an arborist versus a new paving budget. Ms. Perry said that according to Paul Vlasich, the Town Engineer, their paving is at the level it should be to maintain the roads they have, and she would hate to see the town step back. If they let the roads degrade, they may have to pay seven times as much to recondition the road. Mr. Clement said that they can take money from somewhere else to make up the difference, but a new employee will be on the budget for years. Mr. Kelly said he would like to keep the paving budget at \$800,000, since they've found an equilibrium. Ms. Perry said that with the Warrant Article for design of the Salem Street utilities passing last year, there will be a whole neighborhood of roadways to restore. Mr. Kelly countered that that's part of the project and doesn't come out of the DPW budget. Ms. Perry responded that the DPW is subsidizing their budget; it would cost more otherwise.

Mr. Kelly asked if the new line item 55066 for Culvert Replacement at \$23,000 would be more reasonable as a Capital Outlay project. Mr. Perkins said this is a project too deep for them to do in-house. Mr. Kelly said he would like it in Capital Outlay

Nicholas Gray said that the increase in line item 22567, Signs, was omitted from the preliminary budget, but it was the request of the department heads for a flashing light on Hampton Road. It's possible a private individual would contribute to this project. Ms. Perry said that is still in discussion, but even if it is a donation, they should show it in the budget and have it come in as offsetting revenue. Ms. Perry clarified that this would be for the crossing near 1 Hampton Road and the Rec Park. It's a high volume pedestrian area with young children, and at least one pedestrian hit at that location. They've tried to improve safety there by having a cruiser out and doing brush clearing for better sight lines, but people drive fast through there.

Mr. Kelly asked if the subcommittee had comments on paving. Nicholas Gray said the paving need is there, even if it's not always spent. They didn't want to cut that line item.

Daniel Gray asked them to explain why they can't use overtime instead of hiring an additional person. Ms. Perry said they use OT in the Highway Department for emergency operations, not to extend the day. The workers don't want to work a lot of overtime. In the

winter, they have snow and ice overtime. Mr. Kelly asked if it was feasible to take the \$7,500 from Temp and put it into overtime while trying to arrange impact fees. Mr. Perkins said there's not much they could do with it. The workers already get overtime all winter.

Mr. Kelly asked if it was reasonable to put the tree maintenance increase back in and eliminate temp wages. Nicholas Gray said that the pest issues have been known for this year, Lincoln Street has come and gone, and the budget is still not spent. Mr. Perkins said that Lincoln Street trees are brand new and on the first fertilization cycle. They found Emerald Ash Borers this year. They can't treat every tree, so they're looking at the trees for signs, selecting certain ones to treat, and will be doing treatments next year.

Dr. Zwaan said that adding an employee to the DPW is pretty important, so he's going to vote against the budget as proposed by the subcommittee.

MOTION: Mr. Clement moved to change line item 51210, Salary/Wages Temporary, from \$7,500 to \$1 so as not to eliminate the line. Ms. Belanger seconded. All were in favor.

MOTION: Mr. Clement moved to remove from line item 51110, Salary/Wages Full Time, the position of one new operator for eight months. Nicholas Gray seconded. Ms. Chester said that the line item reduction is \$28,451, because the \$50,905 number includes the benefits. Mr. Stevens said he agrees with the subcommittee, not that he doesn't think the DPW needs an additional person, but as a taxpayer he's ok with guys going home and not getting to a project. Mr. Kelly said he would like to see the impact fee study find more revenue for this. Ms. Soutter, Ms. Canada, Dr. Zwaan, and Ms. Belanger voted nay, and the motion passed 6-4-0.

Ms. Chester stated that the new salaries subtotal is \$686,534.

MOTION: Ms. Belanger moved the new Highways and Streets salaries number of \$686,534. Ms. Rowan seconded. All were in favor.

Ms. Chester stated the new Benefits total is \$335,187.

MOTION: Ms. Belanger moved the new Benefits total of \$335,187 for Highways and Streets. Nicholas Gray seconded. All were in favor.

MOTION: Nicholas Gray moved to modify line item 55310, Tree Maintenance, to \$22,500. Mr. Clement seconded. Ms. Soutter asked the DPW for their rationale in adding \$5,000. Mr. Perkins said they took the hourly rate of the contractor and fertilization cost of the trees on Lincoln Street. Anything more will help. Daniel Gray asked if they have an idea of the cost impact of the Emerald Ash Borer. Mr. Perkins said there will be a cost, but they don't have an overall count of ash trees. The majority are in conservation lands and won't be a hazard. With the iTree program, they have count of trees in the parks, but each tree will have to be inspected. They will likely only treat 15 or 20 trees. Dr. Zwaan voted nay and the motion passed 9-1-0.

Mr. Kelly asked Ms. Chester to move line item 55066, Culvert Replacement, to a Capital Outlay when doing the Select Board version of the budget.

MOTION: Nicholas Gray moved to modify line item 55267, Signs from \$7,000 to \$14,000 for the purpose of the flashing crosswalk beacon on Hampton Road. Mr. Clement seconded. All were in favor.

Ms. Chester stated that the new General Expenses total is \$226,256.

MOTION: Ms. Belanger moved the new General Expenses total of \$226,256 for Highways and Streets. Daniel Gray seconded. All were in favor.

Ms. Chester stated that the Capital Outlay total is \$863,000.

MOTION: Ms. Belanger moved the Capital Outlay total of \$863,000. Ms. Rowan seconded. All were in favor.

Ms. Chester stated that the total for Highway and Streets is \$2,110,977.

MOTION: Ms. Belanger moved the Highway and Streets total of \$2,110,977. Ms. Rowan seconded. All were in favor.

Nicholas Gray then discussed Snow Removal. There were three requests for increased funding: contracted snow removal, plowing, and vehicle maintenance, at \$5,000, \$10,000, and \$5,000. Due to the additions being made on Lincoln Street, they requested additional contractors for plowing and snow removal from sidewalks, and the Lincoln Street work may lead to increased vehicle maintenance, which is overspent. The subcommittee was in agreement with plowing and vehicle maintenance but want to level fund line item 55061, Contracted Snow Removal, at \$45,000. There is erratic spending in this line item, \$14,000 in 2018 to over \$100,000 in 2015. They have the Snow and Ice Capital Reserve Fund for overspends in this area.

Ms. Perry said Mr. Perkins has been working with a local contractor to augment operations in Lincoln Street area. The snow storage capacity there is not great, and they don't want to damage trees, benches, and concrete sidewalks with their plows. They're working with a contractor with a small loader with rubber blades. Mr. Perkins said that the manufacturer recommends that the raised table only be plowed with rubber blades.

Mr. Kelly asked whether excess payments came from Snow and Ice Capital Reserve Fund when the line was overspent. Mr. Dean said yes, if there's a deficit they will tap into that fund. Ms. Soutter said the increase is about properly maintaining the investment in Lincoln Street. Mr. Perkins said the increase in the maintenance line item is for purchasing the rubber blades; they don't last that long. Mr. Clement said the investment in Lincoln Street is requiring more money in this budget. This was an unintended consequence, which they should think about as they make improvements. Daniel Gray said that the capital reserve fund covers Contracted Snow Removal either way. Mr. Kelly suggested waiting a year to increase this line and seeing the data next year. Mr. Perkins said they don't know how much snow they will get, but they do know they're hiring another contractor. This is a specialized piece of equipment. There's less storage room up there, so they need to haul the snow out. Mr. Dean said that if they look at actual snow and ice expenses, this year it was almost maxed out in October, so this ask is well in line. The Snow and Ice Deficit Fund has \$102,000. Mr. Kelly asked if the \$15,000 total increase was all going towards Lincoln Street. Mr. Perkins said it included downtown and other areas, as there was more public interest in moving snow.

MOTION: Mr. Clement moved line item 55061 Contracted Snow Removal at \$45,000. Nicholas Gray seconded. Mr. Clement, Ms. Rowan, and Nicholas Gray voted aye, and the motion failed 3-7-0.

MOTION: Mr. Clement moved to reduce line item 55218, Plowing, to \$75,000. This was not seconded.

Mr. Clement asked if the fuel numbers had been changed due to the new fuel contract, as with the Fire and Police budgets. Ms. Chester said no changes have been made. Mr. Clement asked that the fuel number be adjusted before presenting the budget to the Select Board.

Ms. Chester stated that the Snow Removal total is \$334,556

MOTION: Ms. Belanger moved a Snow Removal total of \$334,556. Ms. Soutter seconded. Mr. Clement voted nay and the motion passed 9-1-0.

Nicholas Gray then discussed the Solid Waste budget. This budget has seen significant increases, including an increase for disposal and recycling; a 3% annual increase in the existing contract with Waste Management; the recycling fallout, which led to a \$40,000 increase; an increase in landfill monitoring; the mandated Pickpocket Dam modification; a \$10,000 increase for Household Hazardous Waste Removal; and a new attendant's booth at the Transfer Station for \$7,300.

Given the other increases, the subcommittee thought the attendant's booth was not a priority. The design, which included a full glass surround, seemed too elaborate. He added that it may be a good project for the Seacoast School of Technology. Ms. Perry said they must provide shelter for the attendant at the Transfer Station entryway during all weather. She conferred with Mr. Klingensmith at SST, and they can do the project, but the department would still have to pay \$3,400 for the materials. It's not a glass booth, it's an 8'x12' timber frame with windows on each side, as the attendant needs to observe activities on all sides. \$7,300 was for a prefabricated booth. Ms. Rowan asked why it would be 8'x12'? Mr. Perkins said initially, it was 5'x6' like a tollbooth, but 8'x12' is what SST has premade. Mr. Clement liked having SST do the work, saying that it involves students in the town's projects and cuts the budget in half.

MOTION: Mr. Kelly moved line item 55201, Operations Maintenance, at \$8,400. Ms. Soutter seconded. All were in favor.

Nicholas Gray said that regarding recycling, the subcommittee didn't feel they had an answer to the reason for changing the line item or the rationale behind what materials we choose to recycle. Some materials, such as glass, are expensive. Perhaps they could change the recycling policy.

Mr. Kelly asked if the Landfill Monitoring increase represented a DES requirement or if it was something they could phase in. Ms. Perry said they work closely with DES and submit annual reports on water quality. The most recent DES communication in February had several things to address over the next two years. DES gave us a one year period to complete PFOA/PFAS testing at the capped landfill, so the department will have to complete that this year. The testing of dioxane had a hit, which they hadn't had before. It's a challenging standard

to meet, but they don't have a choice. Cap settlement has been on the department's list of things that need to be done. \$30,000 is probably not enough to complete the project, only to do assessment and design. The cap is a thick membrane layer that needs to be maintained, not just have material piled on it. There is a limited number of qualified contractors. Ms. Rowan asked if the landfill work should be a warrant article. Mr. Kelly said they won't know the cost until they have the design. Nicholas Gray said the subcommittee moved \$25,000 for Pickpocket Dam to the CIP. Mr. Clement said they should move the \$20,000 for hydraulic loading to the CIP, because if the dam project doesn't get approved, they don't need it. Mr. Kelly agreed.

Mr. Clement said that line item 55163, Landfill Monitoring, has never been spent at more than \$37,000, and asked if that should be reduced. Mr. Kelly thought it could be kept the same to include the items just discussed. The year to date spend was only \$20,530. Ms. Perry said that monitoring takes place twice a year; they still have the November round of monitoring, which will be \$25,000. Estimates for monitoring and reporting include \$75,000 for new work beyond annual monitoring.

MOTION: Mr. Clement moved line item 55163, Landfill Monitoring, at \$90,000. Ms. Belanger seconded. Mr. Kelly asked if an encumbrance is possible, and Ms. Chester said yes, as long as a contract is in place. All were in favor.

Nicholas Gray then discussed Household Hazardous Waste. The cost of the event has gone up by \$10,000, but Exeter bears a cost of only \$10,000; the additional cost is reimbursed by surrounding towns. Ms. Perry said they'd increased the voluntary contribution from \$5 to \$10, so those revenues offset. They also receive grant money from NH DES. Mr. Dean said they collected \$3,800 from the voluntary fee. He felt they should continue to expand the event.

Nicholas Gray said the subcommittee recommended reducing line item 55086, Brush Handling. In 2017 and 2018, this was spent at \$4,000. The budget was increased last year to \$28,000, but has still only been spent at \$4,500. They felt it should be a total of \$14,000. Mr. Kelly said that in this time they had revised the approach to brush handling. Mr. Perkins said in 2017 and 2018 they buried the brush. Now they are in a three year contract for grinding with Dirt Doctors. In the first year, the cost was \$4,500 for one visit. The company is coming back next week; they will charge \$8,000-\$10,000 to do bigger logs. They may have to do one more grinding visit. Years two and three are over \$6,000 for each grinding visit, and they'll do a minimum of three and probably four.

Mr. Kelly had heard that the amount of brush is less since they began charging the new fees. Mr. Perkin said that the amount from contractors has gone down, but from homeowners it depends on storms. Mr. Clement asked for revenue numbers from the brush fees. The numbers are down about 15%. They tend to have storms towards the end of the year, which will affect the totals. Mr. Clement said there had also been an increase for residents from \$10 to \$20. Ms. Chester stated that they'd collected \$31,725 in Transfer Station permit fees through September.

MOTION: Nicholas Gray moved to modify line item 55086, Brush Handling, from \$28,000 to \$23,000. Mr. Clement seconded. Ms. Belanger, Ms. Canada, and Ms. Soutter voted nay and the motion passed 7-3-0.

Ms. Chester stated that the new General Expenses total for Solid Waste is \$1,299,235.

MOTION: Ms. Belanger moved the General Expenses budget of \$1,299,235, Mr. Clement seconded. All were in favor.

Ms. Chester stated that the new Solid Waste total is \$1,324,764

MOTION: Ms. Belanger moved the new Solid Waste budget of \$1,324,764. Ms. Canada seconded. All were in favor.

Nicholas Gray said that Street Lights had only two line items. It's being spent on budget, per the contract. The subcommittee had no recommendations.

MOTION: Daniel Gray moved the budget of \$170,340 for Street Lights. Ms. Belanger seconded. All were in favor.

Nicholas Gray said that Stormwater had an increase of \$10,000 for contracted services to meet the new stormwater requirements. The subcommittee had no recommendations.

Mr. Clement asked Ms. Perry to discuss the issue of a wetland area at Lincoln Street. Ms. Perry said there was a \$6,000 project proposed for watershed improvement off of the Lincoln Street wetland area. Mr. Clement said this would help to reduce nitrogen levels as required.

MOTION: Mr. Kelly moved to approve the Stormwater total of \$60,000. Nicholas Gray seconded. All were in favor.

Nicholas Gray then discussed the Maintenance budget. There was a requested increase of \$18,279, or 3.6%, with typical salary/benefits increases. There was an \$11,000 request for additional biweekly cleaning of the Rec Center, but the subcommittee thought biweekly cleaning was not necessary, or could be done by in-house staff. They visited the Rec Center and it was cleaned appropriately.

Ms. Perry said this would be an extension of the contracted work with Clean by the Sea, which does cleanings in the Town Offices. The town only has one full-time and one part-time custodian to clean all town buildings, and it's very challenging for them to keep up. They've received a lot of complaints from the Rec Dept. They would be better served by Clean by the Sea. This would keep the custodian focused on the Public Safety Complex. There are industrial standards for how many custodians they should have for municipal operations, and the town is not even close. Ms. Canada said that at the Parks and Rec meeting the night before, board members heard that the custodians are strapped and need more support. Ms. Chester said that line item 55058 was spent YTD at \$24,474 in mid-October.

Ms. Perry said they set aside \$6,000 for the clearing of the Public Works roof; they didn't use that, but it's worth keeping. When snow is heavy, crews are out plowing. They have a load gauge unit that says when snow must be removed.

Dr. Zwaan asked why line item 55058 was \$7,700 in 2018 and went up to \$32,000 in 2019. Mr. Kelly said they contracted out cleaning in 2019. Mr. Clement said they haven't added buildings, but keep increasing the cleaning personnel. What is the long term cleaning services policy? Mr. Kelly said they added \$35,000 to the budget; they wouldn't be able to get a person with benefits for that amount. Going forward, he agreed that there should be an analysis. Ms. Belanger asked if any other buildings would be added to the contracted cleaning list in the

future. Ms. Perry said they didn't use to have offices in the basement of Town Hall, and they added the Public Works wastewater facility, which has some custodial needs.

Ms. Chester stated that the new benefits total for Maintenance is \$134,649.

MOTION: Daniel Gray moved \$134,649 for Maintenance benefits. Ms. Canada seconded. All were in favor.

MOTION: Nicholas Gray moved that line item 55058, Contract Services, be modified to \$32,000, which is level funded. Mr. Clement seconded. Ms. Rowan, Daniel Gray, Mr. Clement, and Nicholas Gray voted yay, and the motion failed 4-6-0.

Ms. Chester stated that the General Maintenance total is \$527,219.

MOTION: Ms. Belanger moved the General Maintenance total of \$527,219. Daniel Gray seconded. All were in favor.

Nicholas Gray said that in the Town Buildings budget, there was a requested increase of \$22,028 due to an increase in Water and Sewer bills and maintenance projects at Swasey Parkway and Raynes Barn. There was also a reintroduction of \$22,000 for platform liability insurance for the train station. Mr. Dean said that due to an oversight, this was not included in the property liability insurance budget. They have paid, but it's overbudget. Mr. Kelly asked why they were underspent on building maintenance and utilities. Ms. Perry said that building maintenance work has individual building allotments, which will be expended before the end of the year. For utilities, they are headed toward the heavy use season of utilities. Water and Sewer bills are quarterly, not a linear process. Mr. Stevens asked if they would have another \$30,000 of spending this year. Ms. Perry said they're used heavily November through March, so it's probably on track. Nicholas Gray said the subcommittee's recommendation was to approve all line items as requested. Mr. Dean said there had been a utilities decrease of 35%, so they could cull \$10,000 out of the account.

MOTION: Mr. Kelly moved \$60,000 for utilities at the suggestion of the Town Manager. Ms. Belanger seconded. All were in favor.

Ms. Chester stated that the new Town Buildings total is \$289,424.

MOTION: Ms. Belanger moved \$289,424 for Town Buildings. Daniel Gray seconded. All were in favor.

Mr. Clement asked the YTD on Maintenance Projects. Ms. Chester said \$54,453. Ms. Perry said they've made several commitments on work that is underway, such as replacing the carpeting in the Town Offices, HVAC improvements, and Limerick Steeplejacks contracted to make repairs to Town Hall cupola, gables, and soffits for \$48,800. They wanted to encumber the balance of funds, around \$30,000, into next year for this work, and the Select Board approved. Mr. Clement asked if this was on the project maintenance list. Ms. Perry said it was on the list in 2019 but it's very difficult to get contractors to respond, since it's such specialized work. Mr. Kelly asked why only \$15,000 was spent last year. Ms. Perry said they worked on prioritizing and planning. The Town Hall project will take up a major portion of this budget.

Ms. Chester stated that the total for Maintenance is \$916,643.

MOTION: Ms. Rowan moved \$916,643 for Maintenance. Ms. Belanger seconded. All were in favor.

Nicholas Gray then discussed the Mechanics/Garage budget. There was a decrease of 2%, because the line item for Mechanics and Tools was reduced by \$14,000. They approved a \$14,000 lift last year, and this amount was no longer needed in the budget. It was level funded otherwise, with typical increases for salary and benefits.

Ms. Chester stated that the Mechanics/Garage benefits total is \$87,349

MOTION: Ms. Belanger moved the Mechanics/Garage benefits total of \$87,349. Daniel Gray seconded. All were in favor.

Ms. Chester stated that the Mechanics/Garage total budget is \$262,510

MOTION: Ms. Belanger moved the Mechanics/Garage total budget of \$262,510. Ms. Canada seconded. All were in favor.

Ms. Chester stated that the total Public Works budget is \$5,568,448. This is a 3.5% increase over the prior year budget.

MOTION: Ms. Belanger moved the Public Works budget of \$5,568,448. Ms. Canada seconded. All were in favor.

Mr. Kelly said the CIP will be discussed at a later meeting.

4. Review Calendar
 - a. Next meeting is Monday, November 4th.
5. Adjournment
 - a. Mr. Kelly said the meeting stands adjourned at 10:02 PM.

Respectfully Submitted,
Joanna Bartell
Recording Secretary