



Town of Winchester
1 Richmond Road Winchester, NH 03470
**Minutes of the
Selectmen Meeting**
Wednesday, October 7, 2020

Board members present: Ben Kilanski, Jack Marsh, Herbert Stephens, James Rokes Sr. and Gloria Leustek. Also, present Amy Bond, Dale Gray, Margaret Sharra, Chief Kellom, Jim Tetreault, Sherry Willard and Rick Meleski.

First order of business: Budget work session

The Chairman opens the work session at 6:00 pm.

Selectman Rokes makes a motion to approve the **Town Clerk/Tax Collector** budget for \$108,836. Selectman Leustek seconds the motion. The motion carries 5-0. Jim asked the board to keep in mind that the election counting machine will need to be replaced and now would be the time to start putting some money aside for the purchase. Jim said we would get some prices.

Selectman Stephens makes a motion to approve the **Land Use** budget for \$81,256 & **Health** budget for \$5,975. Selectman Rokes seconds the motion. The motion carries 5-0.

Selectman Stephens makes a motion to approve the **Welfare** budget for \$62,059. Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Leustek makes a motion to approve the **Cemetery** budget for \$69,759. Selectman Rokes seconds the motion. The motion carries 5-0.

Selectman Rokes makes a motion to increase the repair/maintenance line \$10,000 and approve the **Highway** budget for \$577,308. Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Stephens makes a motion to approve the **Ambulance** budget for \$118,921. Selectman Leustek seconds the motion. The motion carries 5-0.

Selectman Rokes makes a motion to increase the repair to equipment line \$1200 and approve the **Fire** budget for \$161,490. Selectman Stephens seconds the motion. The motion carries 5-0.

Selectman Stephens makes a motion to approve the **Landfill** budget for \$316,116. Selectman Leustek seconds the motion. The motion carries 5-0.

Second order of business: Minutes & New Business

The board reviews the minutes for 9/23/20. Selectman Leustek makes a motion to approve the minutes. Selectman Rokes seconds the motion. Motion carries 5-0.

The Census Bureau sent a certificate to thank the Town for the use of the Hall for a training.

Selectman Stephens makes a motion to approve and sign the water connection application for map 5 lot 121-Warwick Rd. Selectman Leustek seconds the motion. Motion carries 4-0-1.

Mary Henry-Winchester School Business Admin has asked the town if they would submit another invoice to the GOFERR Grant in the amount of \$72,400. Karey stated that the grant balance is \$70,370 which doesn't include the invoices for the town. The board tabled

The board is in favor of having Trick or Treat this year from 5-8pm on Saturday, October 31st.

Selectman Rokes makes a motion to approve the volunteer interest forms for Jenn Bellan, Denise Frazier, John Parker & Leonard Picard as members of the broadband committee. Selectman Stephens seconds the motion. The motion carries 5-0. On Oct 13th SWRPC is having a zoom meeting on Broadband and Karey would like to invite the new committee members to attend. The Board agrees

Selectman Rokes makes a motion to approve the ZBA Oath of Office for Bill McGrath & Jason Cardinale. Selectman Leustek seconds the motion. Motion carries 5-0.

Intent to cut map 25 lot 21 & 22-Duso Rd.

The board thanked Paul Morehouse Sr for his help on taking a count of people using the sidewalk. This was needed to close the Sidewalk Grant.

Selectman Rokes makes a motion to approve the fraud worksheet for the audit. Selectman Stephens seconds the motion. The motion carries 5-0.

Selectman Rokes makes a motion to approve the United Church and 4 VWF raffle permits. Selectman Leustek seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve the date, time & location of November 3rd General Election. Selectman Rokes seconds the motion. Motion carries 5-0.

The board reviews and approves the following financial documents:

Selectman Rokes makes a motion to approve the 1st payment to Haluch Water in the amount of \$436,669.41 for the Richmond Road water main project. Selectman Stephens seconds the motion. The motion carries 5-0.

Amy informed the board that the town will possibly need a Tax Anticipation Note for 2.5 million. Amy talked to Mary Henry in September asking if the school could work with the town like years past and lower the monthly school payment. Amy hasn't heard from the school. We did receive the County Tax bill of just over 1million dollars. If the payment is 1day late the County charges 10% monthly interest.

Selectman Marsh makes a motion to approve Forest Fire reimbursement from the State in the amount of \$226.95. Selectman Leustek seconds the motion. Motion carries 4-0-1.

Selectman Rokes makes a motion to approve Ambulance Billing Fund to CAG-\$968.65 and Diluzio-\$4750. Selectman Leustek seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve reimbursement from the Police Outside Activity Fund to the Town for June-\$6,859.67, July-\$3,505.23 & Aug-\$480.49. Selectman Leustek seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve a payment to Jeff Carter-\$12,250, Home Depot-\$1,075.48, Aubuchons-\$52.56, Hamshaw's-\$4,718.19 & WB Mason-\$1,011.95 from the Cemetery Building Donation Acct. Selectman Leustek seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve Charter Trust Cemetery General Maintenance fund to the Town in the amount of \$687.00. Selectman Rokes seconds the motion. Motion carries 5-0.

Selectman Rokes makes a motion to approve payment from the Town Building upgrades capital reserve account to Tom Wyman-\$1,200.00 and Granit City Electric-\$665.00. Selectman Leustek seconds the motion. Motion carries 5-0.

Selectman Stephens makes a motion to approve Highway purchase order to HP Fairfield's-\$5,892.20, Granite State Mineral-\$60,000 (salt) and Porter Diesel-\$7,247.08. Selectman Rokes seconds the motion. Motion carries 5-0.

Third order of business: Public Hearing

Selectman Kilanski reads the public hearing notice. "The Winchester Board of Selectmen will hold a public hearing on Wednesday, October 7, 2020 at 7:00 p.m. at the Winchester Town Hall, 1 Richmond Road, Winchester, NH, to hear public comment on the review and adoption of the Town of Winchester's Housing and Community Development Plan. The Housing and Community Development Plan is a required planning document for the Town of Winchester's participation in the federal Community Development Block Grant (CDBG) program and outlines short and long-term community development goals for the Town. Up to \$500,000 annually is available through the CDBG program on a competitive basis for housing, public facilities, economic development, microenterprise and emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available annually for feasibility study grants". Selectman Leustek makes a motion to open the public hearing. Selectman Stephens seconds the motion. The motion carries 5-0. James Weatherly-SWRPC stated that "the Town of Winchester's Housing and Community Development Plan was last adopted by the Board of Selectmen in January of 2014. The plan is required to be reviewed and re-adopted by the Town every three years for the Town to be eligible to apply for federal Community Development Block Grant funds. At this time, the plan has been updated to include population, housing, and income statistics from the 2010 Census as well as data from the 2010 American Community Survey 5-year estimates and the NH Office of Strategic Initiatives. The Housing and Community Development Plan is being re-adopted to support an application to the NH Community Development Finance Authority for CDBG feasibility study funds to conduct an engineering feasibility study on the construction of a ramp at the Winchester Town Beach. That proposed CDBG project conforms to the Town of Winchester Housing & Community Development Plan's goal to "Actively promote tourism and the recreational opportunities of Pisgah State Park, Forest Lake and the Ashuelot River" as well as the goal of "Support existing recreation and explore new initiatives for residents of all ages and abilities in the most efficient and cost-effective manner.". Selectman Kilanski asked for comments from the board and the public. No comments. Selectman Stephens makes a motion to close the hearing. Selectman Rokes seconds the motion. Motion carries 5-0. Selectman Rokes makes a motion to re-adopt the Housing and Community Development Plan. Selectman Stephens seconds the motion. Motion carries 5-0.

Continuation: New Business

Rick Meleski is hosting a Fournier Press to dewater the sewer plants sludge. Rick invited the board to see the machine. Rick gave an update on the Water Dept sanitary survey done by DES. The survey did identify a deficiency related to chemical monitoring at the wells pump stations. The town is required to respond to DES within 30 days with an action plan. Rick stated that he has spoke to the software programmer to get an estimate on the cost to add monitoring and alarms. Another option is to see if we can add this to the water tank & booster station upgrades. Rick let the board know there was some tree damage at the Treatment Plant. Also, the Richmond Rd project is moving along and is under budget. Possibly looking at extending 370 ft of water main to Goamko Dr.

Selectman Marsh makes a motion approve Stebbins Painting to repair/paint the 2nd floor damage at the Conant Library in the amount of \$13,635. Selectman Rokes seconds the motion. Motion carries 5-0.

The board tabled the approving the Housing Standards Ordinance until next week. Waiting for answer on a question from legal.

Board comment:

Selectman Stephens spoke to the State DOT in Swanzey about fixing the large whole on side of the road near the riverbank on Main St by the VFW. Highway filled it in so no would get hurt.

Public comment:

Lindseigh Picard stated that the invoice the school has asked to town to add to the GOFERR Grant was to repair the ventilation in 4 classrooms. Lindseigh asked if the board has discussed salaries? The board stated no. Karey said that last year the Budget Committee wanted to see any COLA or Merit raises given to employees be in a separate line item. That line item is in Personal Administration and we have not discussed this budget yet. We are still waiting on Insurance costs. Lindseigh asked if the board has discussed replacing the Ambulance Captain or will the Chief continue as both and was hoping to have some new numbers from the Ambulance now that it is fulltime. Has there been any saving or any progress? Selectman Kilanski said that the board has not talked about it and that it seems to be working well. As for the numbers for the fulltime Ambulance that will be something that I will be asking for. Lindseigh asked when the towns audit will be. Karey said the week of October 26th. Lindseigh stated that last year on there was a warrant for a new piece of heavy equipment for the Highway Dept. and it didn't pass. Has there been any discussion on placing it on a warrant this year and what if it doesn't pass again this year where in the budget will you coming up with the money to fix it. Selectman Marsh said after we talk to the Dept Heads we will discuss warrant articles. Selectman Kilanski said that any purchase of equipment will be on a warrant article. Lindseigh asked what about a back up plan. Selectman Marsh said that's why we fund the capital reserve accounts. Lindseigh had a comment that every year we hear that it is a bottom-line budget and you can move money wherever you need to. I would encourage you not to move money in your lines. When you do that there is no clear picture of where the money is being spent and you can't benchmark what you will need in the future. I asked months ago if the board had any future planning in mind. It was stated that there is various capital plan, but I haven't heard any discussion on them. Wondering how you are thinking about the future of Winchester when building your budget. Selectman Marsh said that they do kept track of when a line item is overspent, and money is used from another line.

Jason Koerber-RED Committee let the board know that the Farmers Market will be moving inside 1st of November and they will follow the guidelines. Jason asked to use the park for a scarecrow contest/festival on 10/31. The board has no issue with the scarecrows in the park.

Natalie Quevedo stated that she didn't hear anyone question the budgets. Can you clarify what was increased and decreased for each dept. Selectman Kilanski said we can get you a copy of the budgets. Natalie asked about the bid for the Library. Was there a bid put out? Selectman Kilanski said yes it was advertised. Karey said we didn't receive and sealed bids. So I made some calls to get a quote for the work. Natalie stated why move money from 1 line to another line and not knowing where the money is being spent, why not fund the line item for what you need based on the prior year budget. Selectman Kilanski said that the line item will show at the end of the year that it is negative. If the line is overspent, then it's taken from the bottom line. Natalie asked why not look back 2 or years prior. Selectman Kilanski said the budgets show prior years.

Mike Coope asked the board what they would like done with the old clock faces that are made of plexiglass. The board thought maybe the Sheridan House. Mike asked if the town would install some spikes to keep the pigeons away from the steeple. Selectman Kilanski said we could ask The Robert Morgan Company for ideas.

Mike said when The Robert Morgan Company are back to install the finials, he would like to ask them to help adjust the weights. The board has no issue with that. Mike informed the board that the MS-9 & MS-10 will be ready this week.

Chief Kellom let the board know when the Fire Dept purchased the new rescue truck they were also given \$60,000 worth of tools that came with it for no extra cost. Chief asked what the board would like to do with the old truck. The Fire Dept. would like \$5,000 for the truck and if another dept could use it I rather give it to them than go out bid. Chief stated that Dale is not interested in the truck, but Rick would be. Selectman Marsh made a motion to sell the truck to the water/sewer dept. for \$5000. Selectman Rokes seconds the motion. Motion carries 5-0.

Natalie Quevedo said the board talked about a TAN. What are you asking the from school? Selectman Kilanski said we normally ask the school before the 2nd tax bills go out if they can hold off on some of the money the town pays them monthly until the tax money starts to come in. Especial since this year we have paid the school almost a million dollars more upfront so they could finish some projects. We are hoping they could work with us, so we don't have to take out such a large TAN. Natalie asked what if the school can't help. Selectman Kilanski said then we will take out a larger TAN. Natalie asked why the general fund is so low. Selectman Kilanski said this is how it is every year. The 1st part of the budget year we have to pay all the warrant articles and this year we gave the school additional money upon request. Natalie asked how many years has this happened. Selectman Kilanski said this has always happen. Natalie asked if there is a plan so this doesn't happen anymore? Selectman Kilanski said until know one asks for money. Natalie asked why not have a capital reserve account for the general account. Selectman Kilanski said we have the unanticipated fund and to put money into it we would have to raise taxes. Natalie said so instead of raising people's taxes for a short period of time you rather scrap by with a 2.5 million penalty. Selectman Kilanski said we budget for the interest. Natalie said you budget for a 2.5 million penalty. Selectman Kilanski said there is no penalty. Natalie said Amy said there is a penalty. Karey said if the County payment is late there is interest there is no penalty. Natalie asked where does that money come from. Selectman Kilanski said we don't budget that because we are not late on the County payment. This is why we get a TAN to cover the County payment. Natalie said you rather have a penalty than raise taxes to put money into a contingency fund. Selectman Kilanski said correct.

Fifth order of business: Nonpublic under RSA 91-A:3II (a)(b)(c)(d)(e)

Selectman Rokes makes a motion to enter nonpublic session under a, c & e. Selectman Leustek seconds the motion. The motion carries 5-0. A roll call vote was taken, and members vote "yes" individually, and the board convenes in non-public at 7:43pm.

Sixth order of business: Adjournment

The board reconvenes in public session at 9:02pm.

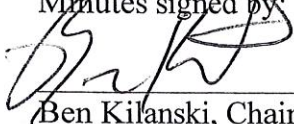
The board accepted Brandon Day-Town Beach *Resignation*.

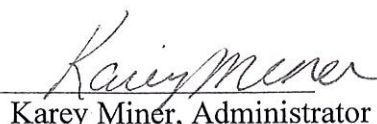
Selectman Stephens makes a motion to adjourn at 9:05pm. Selectman Leustek seconds the motion. The motion carries 5-0.

Minutes respectfully submitted:

Karey Miner, Administrator

Minutes signed by:


Ben Kilanski, Chairman


Karey Miner, Administrator