



Town of Winchester
1 Richmond Road Winchester, NH 03470

**Minutes of the
Board of Selectmen Meeting**
Wednesday
October 17, 2018

Board members present: Ben Kilanski, Jack Marsh, Roberta Fraser and Gloria Leustek. Also, present Amy Bond, Rick Meleski, Chief Kellom, Captain Ford and Dale Gray.

First order of business: Work Session

The Chairman opens the meeting at 6:10 for a work session on the Jones Road Project with Trish & Paul from Tata & Howard and Residents. Trish presented the 95% completed plans. An 8inch watermain along the southside of Jones Rd. 6ft below grade to prevent freezing and breaks. The road will be rebuilt to 20ft wide and have 1ft shoulders with a crown to help prevent washouts. 3 fire hydrants have been added along the southside. Silt fencing will be in place to minimize erosions on the properties. There are only a few trees that will be removed, one being on Scott Royce's property. We have agreed to replace the tree with some trees as a sound barrier. A catch basin will be added along the property line 50 Jones going out behind the house for drainage. Then at the end there will be a cul-de-sac that has been designed larger for Fire Trucks to turn around. The area is in the 100year flood plan and the design is under an environmental review. Ken Cole is concerned with the water flowing into the cul-de-sac. Trish said that the catch basin that goes through Lorraine's property will help with most of the water. Ken asked about the size of the cul-de-sac and it being on his land. Trish stated that it was within the easement. Selectman Marsh said that the easement might be from when there was a road went through Kens property. Paul said that he and the surveyor would double check the easements. Ken and Scott both said it would easier to see the lay out of the road if it marked out. Trish stated that they would mark it out for the residents to see. Gus Ruth asked what type of material would be used for the southside shoulder and would it be able to handle the rainfall. Trish stated that it will 2-6-inch crush stone. The board thanked everyone for coming.

Second order of business: Minutes & New Business

The board invited Rob Diluzio to discuss how the Diluzio Ambulance Service could provide 24/7 coverage for the Town of Winchester. The cost \$85,000 per year with the option to cover Richmond & Swanzey. Selectman Kilanski stated at the last meeting we had asked if Diluzio left Winchester for

another call that you would have a 2nd ambulance on the town line so we would be covered. Rob said that it would work the same as now. If Winchester's ambulance was on a call and there a 2nd call Diluzio would cover. If we were to have a 2nd crew dedicated to just Winchester, then there would be additional costs. Selectman Fraser said if we were to go with Diluzio we need to have a 2nd ambulance dedicated to Winchester. Rob said that last meeting he had given 4 options to try and fit the town's needs. Staff leasing might be an option. Selectman Fraser said that our Insurance is not in favor of that because we are legally responsible. Selectman Fraser said we need to figure out what we are doing here. That's why I asked why are we doing this? What is our intent of having a proposal? Selectman Kilanski said our intent is to see what the best way to service the town and improve the way calls are being covered. That's why as a board we wanted quotes from Diluzio, Rescue Ink & Golden Cross. Rescue Ink & Golden Cross are too far away and Diluzio was the only one to submit a quote. Selectman Fraser said that's correct and the Winchester Ambulance put a proposal in also. Rob proposed a 1 year contract due to there is no historical data. Selectman Fraser asked, is there a contingency like any of our other contracts there would be a like 5% or 3% contingency. So, it doesn't go from \$85,000 to \$300,000. Rob stated yes. Barry stated that this not apples to apples. Winchester is a 7-day part-time and Diluzio is a 24/7-365. Selectman Fraser said correct but with volunteers the rest of the time. The biggest issue is the coverage for the day-time, because everyone on the ambulance have full-time jobs. Selectman Kilanski the big thing is when comparing the prices. Winchester's part-time proposal compared to Diluzio's full-time there is a large difference. Selectman Fraser stated you need to look at the revenues that the ambulance brings in too. Selectman Kilanski said it still won't offset the difference. Selectman Fraser stated yes it would. With a PT paid staff during the day & volunteer at night we would be collecting enough to offset the price increase. Selectman Kilanski asked Amy what the revenue are? Amy said 2017-18-\$90,999.18, 16-17-\$63,138.25 & 15-16-\$95,881.01. Selectman Kilanski said it looks like the increase is about the same as the revenues. Selectman Fraser that the revenues from the daytime hours are not included. So basically, the Winchester Ambulance proposal is about the same as Diluzio's. Rob stated that the standby fee will be \$24,000 due to the increase number of calls Diluzio responds to for the current contract we have now. Selectman Fraser asked Rob in your proposal you propose we build a headquarters to have a place to stay. Selectman Kilanski said it doesn't say that. It asks for housing. We already have the ambulance bay, kitchen and an office. Selectman Fraser added that the Winchester ambulance had asked for quarters in the past. Hoping that our volunteers would increase and encourage out of town volunteers to come work for Winchester knowing they had a place to stay. Barry stated that to add sleeping quarters & to finish the Ashuelot Fire Station would be approx. \$50,000. Selectman Marsh said it would be a one-time cost and a 1-year contract. Looking at the future there is a possibility of picking up surrounding towns. Have you thought about that because it could be a cost saving to the town? Rob yes, they would look at that. They are talking to other towns and are focused on working with town they already service. Selectman Fraser said what we are looking for is 24/7 coverage here, never not have coverage here. In the proposal it stated that you are looking for the town to give Diluzio our ambulance's. Rob said yes. Selectman Marsh said that it was discussed originally and there would need to be more discussion in the 1-year contract. If Diluzio defaulted on the contract the ambulance would come back to the town. Rob agreed and added that if he doesn't need to buy an ambulance that's a cost savings to the town. Zach asked if Keene would increase their contract if they became 2nd back-up vs what they are now. Amy stated that we don't pay Keene an annual fee. We pay per call. Selectman Fraser believes that we do pay a fee. Rob stated that he thinks that the coverage they provide now will be changing. Selectman Fraser asked are you planning on hiring more personnel? Selectman Marsh said in the 1st meeting Rob said he would be open to hiring the staff we have currently. Rob agreed. Selectman Fraser want to make clear for the minutes that we are the only department in town that creates

revenue with a volunteer service. We sit home and wait for calls and are not paid. Selectman Kilanski stated that you are not the only one's that sit home and wait and are not paid. Fire Dept, Highway and Water & Sewer all winter long waiting to be called out to plow. Selectman Kilanski feels Selectman Fraser should recuse herself because of conflict of interest. Selectman Fraser stated that she will not recuse herself. Selectman Kilanski stated that we legally can't force Selectman Fraser to recuse herself. We can advise her what our feelings are. Selectman Fraser did say that if we were to go with the Winchesters proposal I would not be collecting the stipend. If it's the same amount why are we interested in going with Diluzio and not Winchester? Selectman Kilanski said the board has never said we are going with Diluzio Ambulance. We have asked for several proposals and Rob gave us different scenarios. Instead of emailing we asked Diluzio to come down so the board could ask questions. Since day one, the board wanted to explore our options. Zach said would it be fair to say that transfers make the most money. Rob said yes. Zach asked how many 911 calls were missed over the course of the year when your trucks were unavailable? Rob stated he would get those numbers. It is not very often. Selectman Kilanski stated that every town is struggling. If we were to have a warrant article in March and towns people voted Diluzio to take over the Ambulance service, they would be hiring more personnel to cover the town which would expand service. There would little chance of missed 911 calls. Zach said if we keep in house then we have a department focused on our town rather than having Diluzio having other town to service too. This should be considered when deciding which option is best for Winchester. Selectman Kilanski stated that it will be. Selectman Marsh added that any changed made would have to go to a town vote because it was voted to have an ambulance service by the towns people. Rob told the board whatever happens Diluzio will still service the Town of Winchester as back-up. We are not coming here to steal the ambulance service. Selectman Marsh stated that we approached Diluzio. Selectman Kilanski stated we asked 3 Ambulance Services for a proposal and Diluzio was the only one to respond. Mike Coope asked who is responsible for collection. Rob said that Diluzio tries over a 3-month period then we would send the town a bill. Mike said that if the town would have a collection agency it would help with collection. Selectman Fraser stated that we have a collection agency, CAG. Mike asked if you could build default amount into your fees, so in other words if you know your default rate was and the collection rates add that to the contract. Selectman Fraser stated that if we went with a private company they would be responsible for collection not the town. Mike asked if the board could approve leasing the ambulances to Diluzio or would it have to be put on the ballot. Selectman Fraser stated that the board could approve the lease but with approval from our Attorney. Zach stated that the default rate is about 30%. The board thanked Rob.

Selectman Marsh makes a motion to approve the Ambulance budget for \$68,904. Selectman Leustek seconds the motion. The motion carries 4-0. Decreasing the budget by \$14,997 and using the Ambulance billing fund for supplies.

Selectman Fraser makes a motion to approve the Forest Fire budget for \$13,100. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Marsh makes a motion to approve the Fire Dept budget for \$81,950. Selectman Fraser seconds the motion. The motion carries 4-0.

Selectman Marsh would like to revisit Emergency Management. Selectman Fraser seconds the motion. The motion carries 4-0. Selectman Marsh makes a motion to approve the Emergency Management budget for \$16,065. Selectman Leustek seconds the motion. The motion carries 4-0.

The board reviews the minutes of 10-10-18 for approval. Selectman Fraser makes a motion to approve the minutes. Selectman Marsh seconds the motion. The motion carries 4-0

Lorraine Burrdo, Executor of Hubert Crowell Estate at 90 & 15 Allen Hill Rd. Lorraine informed the board that there had been a leak in the 900ft waterline going to 90 Allen Hill. There is an easement granting the town to place a waterline from the road back through the field to 90 Allen Hill. She had George Newman fix the line and is looking for the town to help pay for the repairs to the line. Also asked why there is no fire hydrant on Allen Hill Rd. Selectman Kilanski stated that he would like to read the information and give her an answer next week. The board agreed. Rick added that our Attorney has looked at the information and stated the town is not liable to fix or pay for the repair.

The Winchester Police Department will be holding a Drug Take Back Day on October 27, 2018 from 10-2pm in the back-Parking lot of the PD.

Selectman Marsh made a motion to approve the water abatement for map 33 lot 19 in the amount of \$30.00. Selectman Leustek seconds the motion. The motion carries 4-0.

Encore Energy took a 2nd look at the adding a larger solar array on the Southside AC Lawrence property and they believe they could fit another MW on that side. Selectman Kilanski asked Karey to call and ask Encore to start putting the contracts together for the board to review.

Selectman Fraser made a motion to approve Ransom contract for the 2018 Fall groundwater and surface water sample collection & Analyses for the AC Lawrence site. Selectman Leustek seconds the motion. The motion carries 4-0

Next week's BOS meeting will start at 6pm for a budget work session with Department Heads.

Oath of office was submitted for Miriam Johnson for the Conservation Commission. Selectman Marsh made a motion to approve. Selectman Leustek second the motion. The motion carries 4-0

Selectman Fraser made a motion to approve the Fund Balance Policy. Selectman Leustek second the motion. The motion carries 4-0. The policy needs to be reviewed every 5years. No changes were made.

DES will be mapping geologic materials in the Mt Grace area. This project will start in early November.

Selectman Fraser makes a motion to approve the deed release for map 12/36-11 & 12/36-28. Selectman Leustek seconds the motion. The motion carries 4-0.

The board reviews and approves the following financial documents:

Selectman Marsh made a motion to approve Fuzzy Brother for sand in the amount of \$15,000 Selectman Fraser seconds the motion. The motion carries 4-0

Selectman Marsh made a motion to approve Porter Diesel for repairs to Truck #1 in the amount of \$5,220.29 and \$3,300. Selectman Fraser seconds the motion. The motion carries 4-0

Selectman Marsh makes a motion to approve Tata & Howard from water capital reserve in the amount of \$3500.00. Selectman Fraser seconds the motion. The motion carries 4-0

Selectman Fraser makes a motion to reimburse Police outside activity fund in the amount of \$2,995.60 & \$1,398.49. Selectman Leustek seconds the motion. The motion carries 4-0.

Reminder tomorrow 10am meeting to go over the energy audit with DES & Eversource on the wastewater Plant.

Third order of business Board comment:

Selectman Kilanski let the board know he had gone to the Thayer Library to look at the water issues they are having and would like to look at putting gutters on the building. The board agree to have Karey get quotes on a gutter system for the Library.

Fourth order of business Public comment:

Mike Coope asked the board about taking money from the Ambulance Capital Reserve account to decrease the operating budget. Selectman Fraser said that it is not coming from the Capital Reserve account. It would be coming from the Ambulance billing fund.

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

Selectman Fraser makes a motion to enter nonpublic session under (c & e). Selectman Leustek seconds the motion. The motion carries 4-0. A roll call vote was taken, and members vote "yes" individually and the board convenes in non-public at 9:05 pm.

Sixth order of business: Adjournment

The board reconvenes in public session at 9:30pm.

The board did not discuss anything under "e" in non-public. Only "c".

Mike Coope let the board know that Selectman Fraser doesn't have to recuse herself from the Ambulance discussion because there is no monetary gain.

Selectman Marsh makes a motion to approve the **Debt Services** budget for \$135,126. Selectman Fraser seconds the motion. The motion carries 4-0.

Selectman Fraser makes a motion to approve the **Executive** budget for \$75,003. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Fraser makes a motion to approve the **Financial** budget for \$131,645. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Leustek makes a motion to approve the **Government Buildings** budget for \$147,172. Selectman Fraser seconds the motion. The motion carries 4-0.

Selectman Fraser makes a motion to approve the **Health** budget for \$5,862. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Marsh makes a motion to approve the Highway Block Grant budget for \$143,637.
Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Fraser makes a motion to approve the Legal budget for \$74,700. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Leustek makes a motion to approve the Other General Gov budget for \$3,200. Selectman Marsh seconds the motion. The motion carries 4-0.

Selectman Fraser makes a motion to approve the Patriotic budget for \$1,100. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Fraser makes a motion to approve the Property Records budget for \$21,959. Selectman Leustek seconds the motion. The motion carries 4-0.

Selectman Leustek makes a motion to approve the Recreational budget for \$1.00. Selectman Fraser seconds the motion. The motion carries 4-0.

Selectman Leustek makes a motion to approve the SWRPC budget for \$5,000. Selectman Fraser seconds the motion. The motion carries 4-0.

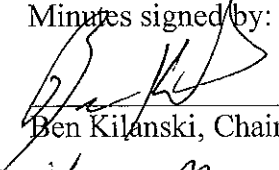
Selectman Fraser makes a motion to approve the Street Lights budget for \$26,000. Selectman Leustek seconds the motion. The motion carries 4-0.

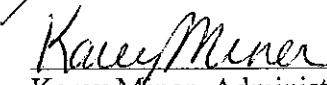
Selectman Fraser makes a motion to adjourn at 9:55 pm. Selectman Leustek seconds the motion. The motion carries 4-0.

Minutes respectfully submitted:

Karey Miner, Administrator

Minutes signed by:


Ben Kilanski, Chairman


Karey Miner, Administrator