



Town of Winchester
1 Richmond Road Winchester, NH 03470
Minutes of the
Selectmen Meeting
Wednesday, October 14, 2020

Board members present: Ben Kilanski, Jack Marsh, Herbert Stephens, James Rokes Sr. and Gloria Leustek. Also, present Amy Bond, Chief Tollett and Rick Meleski.

First order of business: Budget work session

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

The Board talked to the Thayer Library on their budget request of \$49,150. The Trustees are looking to add an additional 4hours-1day. Currently 3days totaling 12 hours. Also adding an online & categorizing system. Jenn Riedell said that due to COVID-19 the trustees need to think out of the box and work on community outreach. We need to update the equipment and internet/WIFI. Selectman Kilanski asked how many people use the Library. Jenn said before COVID 2 to 3 dozen a month. Selectman Kilanski said the Exterior Maintenance line for \$13,000 and repairs to the propane for \$500 can be removed. The Town is responsible for repairs to the building. After removing \$13,500 there is an increase of \$8,000 but I'm not seeing where the increase is. This year and the 21-22 budgets look the same. The board ask the Thayer Library to make the changes and review the number and come back next week 10/17 @6pm to meet with the board.

Pauline Brackett-Conant Library reviewed the increase of \$7,543 with the board and pointed out the revenue coming has also decreased. The board asked Pauline to look into the Health Insurance rate and the property insurance. Making sure that it is the just the contents of the building and not the building. The board will revisit the 21-22 budget in 2 weeks.

Selectman Kilanski let the board know the Budget Committee met Tuesday night and they voted to remove \$6,400 from the Legal budget. Selectman Stephens makes a motion to revisit the Legal budget. Selectman Leustek seconds the motion. Motion carries 5-0. Selectman Marsh makes a motion to approve the Legal budget for \$68,100. Selectman Leustek seconds the motion. Motion carries 5-0.

Amy Bond-Financial went over the new health insurance rates, 6.4% increase. Current Plan cost is \$249,754.44, copays 20/40/1000. New Plan cost \$181,368.66, copays 25/50/3000. A savings of \$68,415.78. Amy stated that if the board went with the new plan with the \$3000 deductible for MRI, surgery's etc. there is an option of the board setting up a line item to put monies into to help the employee cover the deductible. Selectman Stephens stated that the employee's contribution is 10% and the flex spending is \$500. Amy said yes. Selectman Kilanski made a motion to put \$10,000 into a new line item for the purpose of covering \$1500 per employee deductible and to go with the new plan-25/50/3000. Selectman Rokes second the motion. Motion carries 3-2.

Selectman Kilanski asked the board to discuss employee raises. Are we in favor of COLA or Merit raises. Selectman Marsh would like to wait until we know what Social Security increase is. Amy stated 1.3% is Social Security increase. Selectman Kilanski said he would like to see a 2% COLA. Selectman Rokes stated he would like to do a Merit so its based on the employee's reviews. Selectman Kilanski made a motion to give up to a 2% merit raise. Selectman Leustek seconds the motion. Motion carries 4-0-1.

Second order of business: Minutes & New Business

The board reviews the minutes for 10/07/20. Selectman Leustek makes a motion to approve the minutes. Selectman Stephens seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve to approve Lawrence Excavating to do the stumping at the Sewer Plant in the amount of \$18,950. Selectman Stephens seconds the motion. Motion carries 5-0.

Selectman Leustek makes a motion to approve the Arlington Grange raffle permits. Selectman Stephens seconds the motion. Motion carries 5-0.

Selectman Rokes makes a motion to approve a current use tax on map 36 lot 7, Keene Rd. in the amount of \$500. Selectman Leustek seconds the motion. Motion carries 5-0.

Selectman Rokes makes a motion to approve the grant application on the Town Beach ramp. Selectman Stephens seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve a timber tax on map 12 lot 17, 18 & 19-Old Westport Rd. in the amount of \$1,738.04. Selectman Rokes seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve a water abatement for map 24 lot 4-Richmond Rd. in the amount of \$441.77. Selectman Rokes seconds the motion. Motion carries 5-0. Owner had to water the newly seeded lawn due to the water main project.

The board signed the oath of offices that were approved last week for the newly appointed broadband committee members.

Intent to cut map 4 lot 31-Bolton Rd.

Chief Tollett spoke to the board on upgrading the PD's Taser's and contract. The PD is in the 4th year of the current contract. Trading in the current equipment now will give us more trade in value. New 5-year contract 1st & 2nd year \$2,751.30, which is already budgeted for this year and next year. Year 3-5 their will be an increase of \$3800. Mike stated that he would cut another line to fund this increase. Selectman Kilanski makes a motion to approve the taser upgrade. Selectman Leustek seconds the motion. Motion carries 5-0.

The board reviews and approves the following financial documents:

Selectman Marsh makes a motion to approve Road Maintenance, repair & reconstruction capital reserve in the amount of \$93,336.02 paid to All State Asphalt. Selectman Stephens seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve payment from the Church Steeple capital reserve account to Scully Architects \$625.00 and Robert Morgan-\$3,000. Selectman Leustek seconds the motion. Motion carries 5-0. Mike Coope informed the board that the steeple is leaking from all the rain and has sent picture to Karey. Also the stairs need some work. It is not closing properly, and the screws are coming out. Karey stated that she has a call to Scully Architects.

Selectman Marsh makes a motion to approve payment to Mike Coope from the Robert Leustek Clock Fund in the amount of \$24.95. Selectman Stephens seconds the motion. Motion carries 5-0.

Selectman Marsh makes a motion to approve Sewer capital reserve in the amount of \$18,950 paid to Lawrence Excavating. Selectman Leustek seconds the motion. Motion carries 5-0.

Board comment:

N/A

Public comment:

Lindseigh Picard and Mary Henry from the school came to update the board. Lindseigh stated the school board has requested that the Budget Committee allow us to move the remaining balance from warrant article 6, which was the \$550,000 that was to be used for a number of improvements around the school. We have identified a pressing improvement, the air quality ventilation system. We would like to update it to bring the children back into the classrooms. The warrant article outlined very specific projects. The budget committee did approve the request last night. At the time we had not narrowed down the final amount that was left from the \$550,000. The question was asked by Ben where the advanced payments went that the school had asked the town for. We have the amounts now, a list of the completed projects and the amount that is left from the \$550,000. The increase of the 3 payments from the town for the 1st 3 months and then a decrease in payments for the last 9 months. There was a deficit in the fund balance which is from the over return of funds to the town in the amount of \$365,036, article 6 was \$550,000 and payroll that was paid over the 1st 4 payroll of 2020-2021 which had to be paid by June 30th because of the cuts that happened of \$198,000. Even with the increased payments requested we are still in a deficit of \$273,921.18. All the money was utilized as it was supposed to be utilized. The HVAC propane conversion has happened, gym roof replacement, the chimney project-pointing and remove of the center & east chimneys. There is a small balance of the HVAC project not invoiced yet. Out of the \$550,000, \$376,195 has been spent and the remaining balance of the article 6 is \$173,805. Lindseigh asked to be on record identify where exactly the money was spent for, what was left and to confirm that balance of the warrant article would be moved and used for the improvement of the air quality ventilation system. Selectman Kilanski thought the discussion was to have a warrant article this year to make up for the deficit. It looks like instead of doing a warrant article you used this year's operating budget. The extra funds that you requested it looks like you paid back some of the deficit. Mary Henry said that's not what the worksheet is saying. The reason we needed the \$840,000 was because the checkbook was in the hole at the end of the year with a deficit of \$365,000. Then we needed \$550,000 which is coming over through the State adequacy aid and then we had to pay the payroll. I was trying to show why we requested the \$840,000 because we were in the deficit. There was no way we could have funded these projects without the additional money. Technically we have not paid off the \$365,000. If we have any leftover funds, then it could happen. The \$840,000 was not just for projects but also for payroll. Selectman Marsh asked why the ventilation system was not taken care of priority one on top of all the other projects. Mary said it was on the list, but we didn't have enough money in the capital reserve. Selectman Marsh stated that he thought it would be done with the \$550,000. Mary said that this project was not part of the warrant article. The warrant article was very specific on only specific projects. Selectman Marsh stated this was before you Mary but 2 years ago the Fire Chief had told Ian there were issues with the system and it should be a priority. It should have been on the warrant. Mary stated she couldn't speak on it because it was before her time and rather have Ian answer the questions. Mary thanked the board for the extra payment and let the board know the school can hold off with Oct, Nov, Dec payments. Might need some funds in Dec for payroll but will keep in touch with Amy. This way you don't need to take out a TAN. Selectman Kilanski thanked the school and asked when will the adequacy aid reimbursement money come in. Mary said that 1 payment in Aug, Oct, Dec & March. Lindseigh asked Selectman Marsh that he was under the impression that the Fire Chief did an air quality and ventilation analysis of the school and provided a report. Selectman Marsh said that no that's not what I said. I said the Chief brought it to Ian's attention. Lindseigh wants to make sure we are talking apples to apples. The Chief would not have performed an air quality and ventilation test that we now have to follow because of COVID-19. Selectman Marsh said this was before COVID-19. The only difference now is that the numbers have now been elevated. Lindseigh said if you go back to the capital planning over the past 5 years the plan has changed and since Ian has been the facility manager he has prioritized the projects. At the time it was brought up it

clearly was not on the same priority level because the building is aging and there were other things that were more important. It has now changed because of the pandemic. We update our capital plan yearly and you can see where the changes are made because other things are a priority. Selectman Marsh said the priority pre & post COVID the air quality should still be a priority. Lindseigh stated that it is absolutely a priority.

Natalie Quevedo asked the board to submit an RFI to the utility company. The board agreed. Karey will sign on behalf of the town.

Jonathan Gallup asked the board to find out more information before spending money. After 5 years we would down the tasers, correct. Selectman Kilanski said yes, but 4 years ago we couldn't find parts to fix the ones we had so we had to replace with new tasers.

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 b & c. Selectman Stephens 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 8:25pm.

Sixth order of business: Adjournment

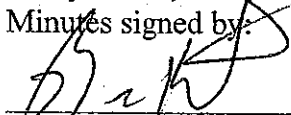
The board reconvenes in public session at 9:07pm.
The board accepted Pauline Brackets resignation.

Selectman Marsh makes a motion to adjourn at 9:08pm. 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