



OFFICE OF SELECTMEN
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SELECTMEN'S MEETING MINUTES January 13, 2020

The Meeting was called to order at 6:30 pm by Chairman Pitt. Present were Selectman Paight, Selectman Nelson, Ellen Smith, Town Administrator, members of the Advisory Budget Committee Beverly Harris and Glenn Parker, Trent Boehmler, Ira Gavrin, Rianne Hartwell, Craig Cashman and Ellen Orkins.

Town Clerk/Tax Collector Budget and Election/Registration Budget:

The Deputy Town Clerk/Tax Collector position has been made fulltime at 37.5 hours per week. This decision was made as a result of Mrs. Orkins planning on retiring in the near future. The Board of Selectmen believe it is prudent to have a fully trained employee in the Town Clerk/Tax Collectors office upon her retirement as it would have the least disruption to the public.

TA Smith spoke about the following adjustments to the wage and benefit allocations between several departments:

	OLD PERCENTAGES	NEW PERCENTAGES
Clerk/Collector		
Election & Registrations	60.0	53.6
Tax Collector/Town Clerk	13.4	13.4
Water Department	13.3	16.5
Sewer Department	13.3	16.5
Highway		
Highway	90.0	96.0
Water Department	8.8	3.0
Sewer Department	1.2	1.0

With no other discussion, Mrs. Orkins left the meeting at 6:40 pm.

Highway/Roadway Budget:

TA Smith explained that one of the challenges with these budgets was following the actual expenditures of prior years due to inconsistent account coding on paid invoices. For 2020, a lot more detail is being provided for budget preparation in hopes that there will be better data analysis in the following years.

Highway/Roadway Budget (continued):

The group questioned the “contract plowing” in Other Equipment Rental. In the past, Marlborough has hired locals to plow certain small areas of town. Mr. Cashman will look into this and see if it is still necessary or if the Highway staff can take this over.

In discussing the various vehicle maintenance line items, Mr. Cashman talked about the need to replace the 1995 Ford L8000 dump/plow. These trucks usually have an estimated useful life between 10-15 years, this one is at 25 and is having its share of issues. Mr. Cashman got a quote for a replacement, at state bid of approximately \$145,000. There has also been talk about replacing the engine and transmission, among other things. The group seemed to agree that if that kind of rebuild work was done it would be expected that we would get another 7 years of service out of it, minimum. Mr. Cashman will be taking the truck in for an evaluation and will report back his findings. There were also questions as to whether a used vehicle could be found, the concern there is buying someone else’s problem and that we would most likely need to have cash available for such a purchase.

Care of trees was decreased from \$5,000 to \$3,500 which Mr. Cashman believes is sufficient.

The \$7,000 formerly in Mud Control has been combined into the gravel line item.

Storm drains/culverts is being increased from \$3,000 to \$10,000. As part of the Wastewater/Stormwater Asset Management Grant, it has been discovered that the catch basins have not been regularly cleaned which causes all kinds of problems. The plan is to clean all of the catch basins in 2020 and then develop a monitoring program and maintenance schedule for future years.

Mr. Cashman has added the cost of a uniforming company to the budget. The group was in agreement as long as the staff is committed to utilizing it as there was some question in the past that staff may have not been in favor of this service.

Mr. Cashman left the meeting at 7:45 pm.

Conservation Commission Budget:

Mr. Gavrin spoke on behalf of the Commission. Questioning began with the inquiry into a \$1,000 check cut to Moosewood Ecological for a macroinvertebrates study. Chairman Pitt asked what services the Town would receive for the \$1,000; Mr. Gavrin answered that it was for the arrangement of the study, the paperwork. There will be another \$1,000 spent in 2020 for the sampling. Selectman Paight asked what the purpose of the study was. Mr. Gavrin answered that it was an indicator of climate factors.

Mrs. Harris asked about line items with budget allocations that have not been spent over the last few years. Many seemed to be more contingency funds than anything else.

Mr. Gavrin left the meeting at 8:00 pm.

Patriotic Purposes Budget:

Mr. Boelhmer was in to request an increase in this budget of \$1,000. The flag holders currently in use are not adequate and flags are consistently blown down from the poles. Stainless steel holders will eliminate this issue. The Board agreed that there may be other funds, such as Trust Fund income that could be used for this purpose.

Cemetery Budget:

Rianne Hartwell was here to represent the Cemetery Trustees. TA Smith explained that the groundskeeping bid came in at \$17,000 which is closer to the amount actually spent so there should not be money left over in this line item in future years as it was in the past. The underspent funds were spent on tree removal. Beginning with 2020, the tree removal line item has been increased to reflect the actual estimated cost of \$2,500. There should not be too many more trees that need to come down so this is expected to be reduced in the coming years.

Ms. Hartwell also asked that the flower budget be increased to \$100.

Mr. Boehmler and Ms. Hartwell left the meeting at 8:15 pm.

Assessing Budget:

Reduced to eliminate the remaining budget for staff, tasks are done by the TA. There is a slight increase in assessing services due to a contractual hourly rate increase.

Mrs. Harris asked about putting the property cards on the website. She recalls that when the bid was awarded this was a service that would be available. TA Smith explained that what the assessing firm was offering would not work. They offer to make a .pdf set of cards to be viewed on the website, however, this data is edited regularly throughout the year for pickups, demolitions, and land use purposes. Each time one of these changes were made the property card would need to be replaced, which is too time consuming.

Executive Budget:

TA Smith explained that this budget increase is due to the fact that wage adjustments do not kick in until April 1, so 2020 has a full year at the adjusted rate that began April 1, 2019.

Financial Administration Budget:

Reduced to eliminate the remaining budget for staff, tasks are done by the TA.

Planning Board/ZBA Budget:

This budget is remaining level funded which appears to be sufficient.

Bridges Budget:

The group agreed to eliminate this separate budget. Future expenditures can be picked up by the Highway Budget.

Animal Control Budget:

Reduced to reflect actual expenditures over the past couple of years.

Debt Budget:

Based on amortization schedules.

Inspectors Budget:

Level funded and more than fully reimbursed through user fees.

Welfare Budget:

Increase in Director's contract to reflect recent renewal.

Health Inspector Budget:

Increased workload due to enactment of Housing Assistance Ordinance.

The Board of Selectmen agreed to begin next week's meeting at 5:30pm instead of 6:30pm. Mrs. Harris and Mr. Parker left the meeting at 9:05 pm.

Chairman Pitt is in the process of reviewing the DuBois & King proposal for an engineering analysis of the portion of Roxbury Road that may need slope stabilization. The Board agreed that a letter needs to be sent to the City of Keene engineers explaining that the Board has been having internal discussions about the concerns over Keene hauling over Roxbury Road and they are of the opinion that they will not allow the Keene project to utilize Roxbury Road until the engineering analysis can be completed.

Selectman Paight moved and Selectman Nelson seconded a motion to approve the January 13, 2020 Accounts Payable Registers in the amounts of \$22,360.03 and \$62,464.71, the January 16, 2020 Payroll Check Register in the amount of \$813.28 and the Direct Deposit Register in the amount of \$8,337.14, vote to approve was unanimous.

The Board signed the 2019 Q4 Water and Sewer Levy.

TA Smith received a preliminary letter regarding the Community Rating System 5-year review undertaken last fall as part of the National Flood Insurance Program. Marlborough was upgraded from a 9 Classification to an 8 Classification that will result in a 10% flood insurance premium reduction for property owners.

Selectman Paight moved and Selectman Nelson seconded a motion to adjourn the meeting at 9:55 pm, vote to approve was unanimous.

Respectfully submitted,

Ellen Smith
Town Administrator