

## Dec 5, 2023 | [Budget meeting](#)

Members Present: Chairperson Karen Grybko (KG), Alyssa Lavoie (AL), Selectmen's Rep. Bob Howe (BH), John Pomer (JP), Geoffrey Allen (GA), Walter Holland (WH) and Arnie Byam (AB).

Present: Town Administrator Russ Boland (RB), Finance Administrator/HR Paul Hebert (PH)

Chairperson Karen Grybko called the meeting to order at 6:35pm

### Minutes Review

- November 21, 2023
  - Line 22: correct Ersula to Ursula
  - Correct Ersula's initials from ES" to "US"
  - Add Stanley Greene to members present
  - Change IOU to "I owe you"

**VOTE: Bob Howe made a motion, Geoffrey Allen seconded to approve the November 21, 2023 minutes as revised. Motion passed 7-0**

### 4140 Elections, Registration, Vital Statistics

*Presented by Trish Shultz (TS) & Russ Boland (RB)*

Increases due to COLA and increase in hours to Deputy Clerk to an average of 20 hours/wk. Town Clerk/Tax Collector position line description was adjusted by PH from 66 to 33 hrs/wk (entry error). GA asked why -01-133 Wages: Ballot Clerks was \$1,662 for BOS vs \$356 presented by the dept. It was determined that there will be an increase in elections next year and the BOS adjusted for that.

In the beginning of January, the town will change from a "Browser Town" with the state to a "Vendor" and will use Clerk Works software to be able to do registrations with online payments. There is a one-time initial cost for setting it up and then ongoing cost for support. AB asked if that will reduce cost in wage hours in the future. Trish does not believe it will reduce any hours because they will need to still process the transactions and also support any in-person registrations. Office supplies went down slightly due to the new printer/toner contract. The tax collection rate was high for 2023 compared to past years. KG asked if the election advertising should be increased with the increase in elections. Trish said the cost will not increase for that line item as it only needs to be in two places: online and in the town offices.

### 4220 Fire Department

*Presented by Chief Brian Smith (BS)*

The department will be leaving Keene and switching back over to MACC Base tomorrow, 8/6/23 which will result in a cost savings of approx. \$10,000. There are additional savings as a result of

switching to MACC Base. We are currently using "Spotted Dog" for text notifications, but it is not supported by MACC Base. Will be replacing with "I Am Responding". Will switch to utilize a state Fire House software which currently has no cost associated with that.

New line item added for PT wages to track cleaning personnel separate from maintenance expenses where it was previously.

Only increase for stipends and command staff was 3% COLA. Amount paid out is based on a points system and distributed amongst the volunteers based on # of points.

Currently at a crew of 16 and looking to get to 20.

Gear is in good shape. The industrial washing machine has helped keep the gear lubricated and last longer with less rips and tears. A couple of volunteers in the department are certified to inspect the gear in-house.

Looking to purchase a couple of battery operated pieces of small equipment such as lights and hand saw.

Training & Mileage is down because there is no EMS training conference in 2024. Unsure if it will return in future years. Also, the state has established online classes to help decrease the cost of classes.

Trucks are in good shape. No major breaks in 2023. The trucks were just undercoated with a new vendor in town last week.

Electricity is up. One component to the increase is a dehumidifier that is run 24/7 to prevent humidity and mold on gear and equipment.

Building maintenance is up due to the 2nd floor outside stair egress needing to be replaced. Looking to replace pressure treated wood to save money. Would replace it with metal stairs if there was a better idea of long term goals of the location of the fire department.

#### **4290 Emergency Management**

*Presented by Fire Chief Brian Smith*

Have not had to use much from these funds over the years, but supplies needed to replenish cones that are put out and then taken before they can be collected again.

#### **4210 Police Department**

Presented by Russ Boland. Chief Rance Deware absent

Wages increase reflects 3% COLA increase. Budgeted/Authorized for 1 FT Chief, 1 PT Sergeant, and 7 PT Patrolmen. Currently have on staff: 1 FT Chief, 1 PT Sergeant, 2 PT Patrolmen. Recently lost a couple of PT patrolmen for various reasons. Wilton installed a new cell tower and Lyndeborough has agreed to an annual \$3,000/year lease to use the cell tower. The cost is split between the Fire and Police departments.

Fuel for the vehicles was a slight reduction by the BOS due to the decrease in usage with less patrolmen than anticipated.

AL asked how many Tactical vests the department has and how many are replaced each year and why there is an average of \$2600/yr the past 3 years, but the budget increased to \$4000 for 2024. RB will get back to the committee with further details.

RB will be providing a full IT lifecycle to the committee at a future meeting.

Overall Police Department is up 7.25%

Adjust December 19, 2023 meeting to start at 6:00pm to have Police Chief Deware review budget questions.

AL requested that all "Still in Draft" minutes are printed and ready for voting for the next meeting. The meeting dates include: 2/2/21, 11/30/21, 12/7/21, 1/18/22 and 1/25/22.

**VOTE: John Pomer made a motion, Arnie Byam seconded to adjourn. Motion passed 7-0**

Meeting adjourned at 8:17pm

Respectfully Submitted,  
Alyssa Lavoie