

Town of Raymond
Board of Selectmen Draft Minutes
Monday, December 16, 2019
6:00 PM
Raymond High School Media Center

Meeting Called to Order at High School by: Chair, Selectman Plante; 6:00 p.m.

Board of Selectmen in Attendance:

Jack Barnes
George Plante
Christopher Long
Kathleen Hoelzel
Scott Campbell

Town of Raymond Staff:

Joseph Ilsley – Town Manager

Board of Selectmen Excused: n/a

Pledge of Allegiance: The Pledge of Allegiance was recited.

Moment of Silence: Jason Cinelli, Ruth Colby, Edmund DiTomasso, Steven Cote, Sr.

Public Comment: opened at 6:01pm

Ms. Gott: came forward as a citizen to ask about the reconstruction of the Old Torrent Hall (Red Fire House) with regard to having a conference/BOS meeting room? Mr. Ilsley stated that the original discussion was to have a conference/meeting room, but after re-evaluating the plans, there will not be enough room. She was also concerned about the Master Plan. She wanted to know the plans for the Board of Selectmen and the Planning Board to get started on this project? She would like the Planning Board and Board to meet to discuss. She brought up Joe with Joe and appreciates that he has those casual meeting for residents to attend but wondered if he was going to have some evening ones for people who cannot attend on Friday mornings. Mr. Ilsley addressed Joe with Joe, he is willing to have evening settings in a public setting as long as someone sponsors the event and can guarantee at least eight people. He is more than happy to do that. The master plan and the Chair of the Planning Board have met briefly on the 20-year strategy which will make up the master plan. Mr. Vogel is also interested.

Mr. Mulryan: speaking as a resident. Thanked them for all that they do for the community. He brought up the discussion of impact fees for commercial development. He asked the Planning Board why we do not have impact fees and has not received an answer. In talking to the Town Manager, he is for looking into impact fees or monies in kind. In doing some research (NHMA) Raymond has the most current updated impact ordinance of the thirteen counties that were in this article, but we don't implement them. In his perspective, it sells the Town short. He would like a discussion from the Board as a future meeting and where are we going with impact fees and can we move forward; it would balance it out for the taxpayer. Chairman Plante agreed and this board has had discussions with the Town Manager and we if it is the decision of this Board, the Town Hall will be ready to execute. The subject of exaction fees was brought into the conversation, Mr. Mulryan stated he is not in favor of exaction fees as it is restrictive as compared to impact fees. Mr. Ilsley stated that he and the DPW department have done extensive work on

48 the roadways with regard to being able to execute and monitor the progress. He also stated that he refuses
49 to forego an initiative that can save the taxpayer money just because it is too hard, its our job.

50 Ms. Gott returned to the table and stated (speaking as a resident) that the Town has worked with Bruce
51 Mayberry as a consultant out of Maine, to help us develop the impact fees. At some point down the road,
52 the Town decided to only go with residential impact fees as we didn't want to put any additional fees on
53 commercial or industrial development. So right now, our impact fees go only to residential. We have to
54 research and explore the regulations surrounding impact fees are how they are applied. Public Comment
55 was closed at 6:16pm.

56 **Presentation from UNH to Town Employee:**

57 Stephanie Cottrell, LTAP Coordinator for the UNH Technology Transfer Center came with her colleague
58 to present to Craig Sykes, Highway Superintendent the Advanced Master Roads Scholar program award.
59 In this program Mr. Sykes has spent over 200 hours in their workshops gaining and refining road
60 management skills, learning new technologies and understanding best practices in a variety of road topics.
61 In addition, they also contribute a special project to support public works. Through his effort, he also co-
62 instructed several UNH T2 workshops in the last 9 years. (See attached letter of accommodation). They
63 presented Craig with a work bag and thanked him for his commitment and dedication to the program and
64 the Town of Raymond.

65 **CRF – Town Deeded Properties:**

66 Mr. Ilsley stated that this is the abatement for the initial phase for 17 Epping Street; with the funds to
67 come out of the capital reserve fund for the deeded properties. There will be two phases; the first phase is
68 removal, debris disposal on the property which is projected to be approximately \$7,950.00; and the
69 second phase (if we have to move forward with the demolition) is \$24,950.00 (EnviroVantage). If at any
70 time there are any additional expenses, we will bring it forward to the Board before expending the funds.
71 Selectman Hoelzel asked who would make that determination to demo the building? Mr. Ilsley would
72 gather staff, building inspector and other staff to make that determination to be condemned. The
73 additional piece to this CRF is the monitoring testing of the topsoil and water samples at the
74 Brownfield/Tannery site in the amount of \$6,880.00 (Stonehill Environmental). Chairman Plante made a
75 motion to expend the \$32,900, seconded by Selectman Barnes, Motion Carried 5-0-0. Selectman Hoelzel
76 made a motion to allow the additional \$6,880.00 (total CRF \$39,780.00) to be expended for testing,
77 seconded by Selectman Long, Motion Carried 5-0-0.

78 **2019 Budgetary Close Out Items:**

79 Ms. Jenks has taken an extensive amount of time to go through and close out outstanding PO's. In an effort
80 to close out the financials, we have been closing old ones out and bring some purchases that we feel are a
81 liability and not able to be executed before the end of the year. In addition to this we will be bringing into
82 discussion regarding warrant articles and there are items that are not identified for purchases that we are
83 asking permission to purchase. As part of the finance departments best practice to close out town purchase
84 orders, enhance transparency and ensure the funds obligated to the specified activities do not lapse before
85 goods and services can be delivered, these items are being brought to the Board of Selectmen. Items that
86 we are asking to purchase (equipment) and even though it is a bottom-line budget and because these were
87 not identified as a line item and we are asking for Board approval before we purchase these items. We have
88 warrant articles that have a remaining balance and may or may not be delivered before the end of the year
89 and we are concerned that if they are not delivered, the funds will lapse .
90 The following items require Board approval to purchase and a conditional encumbrance in case the contract
91 ends prior to the end of the year.

92 **End of Year Projections:** Full report will be provided in January; however, our current estimate of

Source of Diverted from Funds Balance	Amount
Unexpended Operational Budget (\$58K deducted for Sidewalk Equipment)	\$312,000.00
Unexpended Warrant Article Balances	\$67,000.00
Current Excess Revenues (over \$400,000.00)	\$43,000
<i>*Additional Excess Revenues Projections for 2019</i>	<i>\$50,000</i>
Estimated Funds to Warrant Articles	\$472,000.00

Warrant Articles Paid Through Fund Balance	Amount
One-Time or Cyclic Procurement CRF	\$154,400.00
Road Revitalization CRF	\$300,000.00
Projected Cost of Warrant Articles	\$454,400.00

Difference	\$17,600.00
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93

94 It is important to note;

- 95 1) This is **after depositing \$400,000.00** in the Unassigned Fund Balance
- 96 2) The Facility Revitalization is also funded at \$290,00.00 but these funds are coming from the State
- 97 Capital Grant for 2019 and 2020 and are not captured in this role-up
- 98 3) \$58,000.00 has already been deducted from the Operational Budget Figures to capture Sidewalk
- 99 Equipment
- 100 4) Current numbers show -\$32,000.00, but does not capture the full Revenue for December or the
- 101 last two months in interest (where we can estimate an additional \$50,000.00 to \$80,000.00 in
- 102 additional revenue)

103 Sidewalk Equipment: This is a multiuse snowblower/lawn mower equipment that will reduce the manhours

104 thus cut overtime by utilizing this piece of equipment. This will also allow us to open both cemeteries

105 during the winter months where we have not been able to do before. Mr. Brewer gave a description.

106 Selectman Barnes asked about the cemeteries. Depending on the amount of snow, we traditionally do not

107 open the cemeteries as it is too difficult with the equipment we currently have as it cannot handle the snow

108 removal. Overtime will not be utilized to “plow” cemeteries and will be done during normal working hours.

109 This piece of equipment does come with other attachments, but we did not include them in this price at this

110 time. Selectman Campbell had concerned with multi-use/dual purpose equipment. Mr. Brewer stated that

111 the town has field tested this piece of equipment and it came highly recommended. Selectman Hoelzel

112 asked about the warranty – three years; the standard zero turn mower could last up to 8-10 years. (See

113 attached CRF and equipment specs). Selectman Hoelzel made a motion to approve the withdrawal from the

114 operational budget \$58,112.47 for sidewalk snow removal equipment, seconded by Selectman Barnes we

115 are unsure of the delivery date, we would like it as soon as possible; but we are securing the funds just in
116 case it is not here before the end of the year. Selectman Hoelzel moved to give conditional approval to
117 encumber the funds if they cannot get us the equipment by the end of the year seconded by Selectman
118 Barnes, Motion Carried 3-2-0.

119 Water Department Vehicle:

120 This is out of the water funds - the budgeted amount we had because of the debt forgiveness. We are in
121 desperate need of a second water vehicle. We have the state bid for \$22,305.00 no capital obligations on
122 the water department for the future and we would keep for 10-15 years. Currently we are utilizing a retired
123 police cruiser for our second water vehicle, which is not in good shape. The state bid is a pickup truck; 2020
124 Dodge 1500 in the amount of \$22,305.00. it will not be available to us for about two months once ordered.
125 This truck will not be used for snow removal, as it is a dodge. Mr. Brewer would prefer a Ford for that type
126 of job. Selectman Barnes asked about if the truck did have the capability to plow what would that price
127 look like? Chairman Plante asked if this vehicle would be the on-call vehicle and go home with the on-call
128 person? Mr. Brewer stated no. Selectman Long stated that Dodge trucks are known for drive-train issues
129 and did we factor that into the life of the vehicle? Mr. Brewer started with the state bid process as past
130 practice, he did call a Ford dealer and asked them if they could meet the state bid; they stated they will give
131 the best we can give you but Dodge corporate is giving the state discounts that Ford does not have or
132 offering. If it is the Board's wish to increase the amount, we could possibly get a Ford F150 3.3 liter, V6
133 for \$25,382.00. Selectman Hoelzel motioned to move the amount of \$25,382 to purchase the Ford truck or
134 to be encumbered, seconded by Selectman Long, Motion Carried 5-0-0.

135 (Remaining WA's with balances, provided that the remaining services or goods cannot be delivered by year
136 end)

137 Public Works Vehicle WA: \$180,000 in appropriations we have \$63,554 left and needs to be encumbered.

138 This vehicle was ordered at the end of April 2019 the truck chassis is in and the dump body, plow rigging,
139 and hydraulics are done, and the dump body and chassis are in the cue to be painted. We could see delivery
140 of the new plow truck in late January. Selectman Barnes moved to encumber the remaining funds in this
141 warrant article, seconded by Selectman Long, Motion Carried 5-0-0.

142 Public Works Heavy Equipment WA: \$128,750 in appropriations we have \$126,836 left and needs to be
143 encumbered.

144 This was the backhoe for DPW. Selectman Hoelzel moved to encumber the remaining funds in this warrant
145 article, seconded by Selectman Long, Motion Carried 5-0-0.

146 Street Lighting (LED) WA: \$53,000, \$22,562 remaining in the WA funds. Selectman Hoelzel moved to
147 encumber the remaining funds in this warrant article, seconded by Selectman Campbell, Motion Carried 5-
148 0-0. We are almost complete, but we will need to re look at the streetlights to make sure we replace these
149 lights and any additional lights identified by Eversource.

150 The following funds as identified by Purchase Orders: These will need to be encumbered to complete the
151 projects and or services by contractors. \$7,700 toward the tree removal (8 trees). Last year we raised the
152 operational budget to \$6,000 to cover tree removal, but we took it out of the operational budget for next
153 year (2020). These funds we would like to bring forward so we can execute the tree removal on town-
154 owned land as the funds were intended for. We are working with contractors to schedule the work. This
155 tree removal is on the side of the roads. The cemeteries have a CIP strategy for projects. Chairman Plante

156 moved to encumber the \$7,700 for Urban Tree Service for this purchase order, seconded by Selectman
157 Barnes, Motion Carried 5-0-0.

158 Asset Management Grant:

159 Water: \$1,565.22 is the remaining funds – this is the match for the Asset Management Grant. This grant
160 was awarded \$20,000 by the town, \$20,000 by the state – we put this under contract with Underwood
161 Engineering with the States blessing; they are 2/3 through the project and should be completed early next
162 year. Selectman Hoelzel moved to encumber the \$1,565.22 for this purchase order, seconded by Selectman
163 Campbell, Motion Carried 5-0-0.

164 Water Towers:

165 We received a letter a while back from the State regarding our water towers and we were in the process of
166 doing a capacity study to look at water use, fire suppression etc. This is the funds to pay for that study. The
167 water tower study has been awarded, they are doing the work and should be done by the end of this year,
168 but likely into next year. Doing this study was very important to the town and will save us funds down the
169 road. We need to know what we need for towers, fire suppression capacity, future needs of the town.
170 \$11,900 is the amount that needs to be encumbered. Selectman Hoelzel moved to encumber the \$11,900
171 for this purchase order to be completed by Weston and Sampson, seconded by Selectman Campbell, Motion
172 Carried 5-0-0.

173 Heaters on the Safety Complex: CRF

174 This is the heating unit for Torrent Hall only. We replaced the others last year. This one is 19 years old
175 and the heat exchanger cracked which would pump carbon monoxide into the buildings, it has been shut
176 off. It needs to be replaced immediately. This quote is from the same contractor that did the other two, at
177 \$12,500. This equipment is checked annually by our Building Forman and changes the filters, so it is kept
178 up to date. Selectman Barnes motioned to approve the \$12,500 funds to pay for this emergency heat
179 exchanger project, seconded by Selectman Campbell, Motion Carried 5-0-0.

180

181 **Fire Department – Authorization to Purchase Fire Utility Vehicle:**

182

183 Chief Hammond, and Ms. Jenks came forward to present this to the Board of Selectmen. A while back,
184 there was a warrant article to allow us to establish a special revenue fund where the inspection fees are
185 generated from the fire department put into a fund to purchase a utility vehicle. Because this is an SRF, it
186 needs to be presented to the legislative body as a warrant article. Chief Hammond stated it would be a 2020
187 Ford Expedition, Red, eco boost engine. The Tahoe that the fire department has now has 102,000 miles on
188 it and has served well. Selectman Barnes asked that this warrant article would move to the Budget
189 Committee as their meeting is tomorrow night, yes, they will get a copy first thing. Selectman Barnes
190 motioned to move the fire utility vehicle warrant article to the ballot, seconded by Selectman Long, Motion
191 Carried 5-0-0. No taxation to taxpayer.

192

193 **Emergency Management Performance Grant:**

194

195 Chief Hammond stated that every five years the town needs to update our emergency operations plan and
196 our hazardous mitigation plan. They are both in the works and we looked at grants to help fund them. This
197 grant proposal is for \$10,000 for the emergency operation plan then there is a match from sweat equity.
198 This is the same company that we have used in the past. There are two grants one for each program same
199 match. This should be done by next year if the Board approves the grant. Chairman Plante read the
200 following: *The Select Board, in a majority vote, accepted the terms of the Emergency Management*
201 *Performance grant as presented in the amount of \$5,000.00 to update the Local Emergency Operations*

202 *Plan (LEOP). Furthermore, the Board of Selectmen acknowledge that the total costs of this project will be*
203 *\$10,000.00 in which the Town will be responsible for the 50% match (\$5,000.00).* Selectman Campbell
204 made a motion to accept the grant as presented, seconded by Selectman Long, Motion Carried 5-0-0.

205

206 **Review of Town Warrant Articles:**

207

208 Mr. Ilsley gave each Board member a copy of the updated “draft” town warrant articles that have been
209 presented to the Budget Committee. The Fire Utility Vehicle was added to the town warrants as discussed
210 previously in this meeting and will be presented to the legislative body for town vote. The zoning warrant
211 articles have not been completed and in the works with the Planning Board, so they are not on this copy at
212 present time. We are also waiting on any citizen petitions which are due by January 14th. As of this time,
213 tax impacts have not been finalized but are an estimate. We are expecting to be at \$6.15 - \$6.30 depending
214 on our revaluation. Keep in mind we have to add in our war service credits; more likely \$6.30. We are
215 anticipating a net \$0.13 to \$.30 reduction in the municipal tax rate depending on the town vote. Selectman
216 Barnes stated that he was not sure that the Board had voted on all warrant articles. Mr. Ilsley stated that the
217 Board DID vote on all warrant articles and moved to the ballot accept the new ones being brought forward
218 tonight which the Board will vote on. He stated that the paperwork “draft” warrants did not have the
219 “Recommended by the Board of Selectmen”. Mr. Ilsley will make sure that he puts those recommended on
220 the copy to the Budget Committee. Mr. Ilsley went through all warrant articles along with the tax impacts
221 for those warrants that have tax impacts. Selectman Hoelzel made a motion to accept the operational budget
222 and the default budget to move to the ballot, seconded by Selectman Campbell, 5-0-0.

223

224 **Administrative Warrant Articles Discussion:**

225

226 **RCTV:** This was brought forward to get the Board’s attention to see what the Board wishes to do. Keep
227 RCTV under the current ordinance or put forward a warrant article to have the RCTV fall under the Board
228 of Selectmen. See attached town code ordinance under Cable. Mr. Ilsley asked the Board how they want this
229 to proceed? Selectman Hoelzel commented that according to the current code they do not report to the Town
230 Manager, but she wants some method of overseeing it by the Town Manager or Board of Selectman.
231 Selectman Barnes recommended that Mr. Woods could not be present at this meeting and discuss further
232 when we can all be at the same meeting. The Town Manager commented that this does not need to be a
233 warrant article, if the Board wants more budgetary controls and transparency, then we can add that to the
234 town code, and it needs to be defined more clearly. We would need two public hearings and falls under the
235 provisions of the Board of Selectmen under the administrative code. No warrant article needed.

236

237 **PAYT:** Does the Board want to put forth a warrant article of referendum to discontinue the PAYT program
238 as a town service. Selectman Barnes stated if the citizens want to discontinue the program, let them bring it
239 forward as a citizen petition warrant article. Chairman Plante, Selectman Long agreed. Mr. Ilsley re stated,
240 does the Board want the “local government” to get out of the business of the PAYT program so that when
241 the contract is up in 2022, the town will not renew the contract and the citizens will have to hire private
242 entities to take care of their trash. The town will no longer participate in curb side pickup. This program is
243 very intense and very time consuming to manage. The projections did well, but we will be close. Selectman
244 Hoelzel asked for a breakdown in costs? Mr. Brewer and Ms. Jenks gave her a spreadsheet. Trash collection
245 and disposal \$340,870 roughly for the year (yellow bags). Cost of recycling and disposal \$303,000. Then
246 fabrication of the bags/bins \$42,740. So that is \$687,360 roughly. 50% of costs is in trash, 44% is recycling,
247 6% is bags/bins. Chairman Plante motioned put it in a warrant article for PAYT discontinued and let the
248 legislative body to vote, seconded by Selectmen Barnes, Motion Carried 5-0-0. Mr. Ilsley will draft a warrant
249 article for the Board to review before January 7th Budget Committee meeting to be ready for the public
250 hearing.

251

252

253 **Annual Report:**

254 Ms. Intonti gave an overview of last year's annual report. Last year we ordered 425 copies at a cost of
255 \$2,500. Does the Board want the same required documentation in the 2019 Annual Report? The Board was
256 informed that the Lamprey River Advisory Committee is required to report to the governing body to put in
257 their report into the Annual Report even through it does not show as a required document. Selectman
258 Barnes motioned to allow the LRAC report to be printed in the Town's annual report, seconded by
259 Selectman Hoelzel, Motion Carried 5-0-0. Selectman Hoelzel motioned to repeat the format of the annual
260 report as last year and increase the copies from 425 printed copies to 600 printed copies, seconded by
261 Selectman Long, Motion Carried 5-0-0. Ms. Intonti will get a quote and bring that back to the Board for
262 approval and asked the Board to think about who they want to dedicate the Annual Report to.
263

264 **Acceptance of Unanticipated Revenue or Donation for Town:** n/a
265

266 **Approval of Board Minutes:**
267

268 Selectman Hoelzel motioned to Approve the Board of Selectman minutes of November 18, 2019, seconded
269 by Selectman Long, Motion Carried 5-0-0.
270

271 **Other Business/Board Announcements:**
272

273 As the December 2, 2019 meeting was cancelled due to inclement weather, we have postponed our public
274 hearings regarding donation of properties to be consistent with RSA 41:14-a process.

- 275 • Next Meeting and Public Hearings of the Board of Selectmen Monday, January 13, 2020 @ 6:00
276 p.m. and Monday January 27, 2020 @ 6:00 p.m.
- 277 • Next Meetings of the Budget Committee is December 17, 2019 and (Snow date) December 19,
278 2019 @ 7:00, RHS Media Center
279

280 **Citizen Question/Answers/Comments:** none

281 **Board Correspondence Sent/Received:**

282 Selectman Long motioned to allow the Democratic Party the use of the Torrent Hall Facility,
283 seconded by Selectman Campbell, motion carried 3-2-0. Other paperwork was reviewed and
284 signed.
285

286 **Citizen Question/Answers/Comments:** none

287 **Town Manager Report:**

288 See Line 92 - End of the Year Projections and notes. The Town Manager presented for approval
289 to the Board for holiday town closures. 12/20/19 12-1:30. Selectman Barnes motioned to approve,
290 seconded by Selectman Campbell, Motion Carried 5-0-0. 12/24/19 close at noon, 12/31/19 close
291 at 3:00 p.m. Selectman Hoelzel motioned to approve, seconded by Selectman Campbell, Motion
292 Carried 5-0-0. Town offices will be closed for the holiday observances and reopen on January 2,
293 2020.

294 Community Announcements if you have them, please get them to Deb Intonti. Town Manager
295 wished everyone happy holidays.
296

297 **Board of Selectmen Report:**

298 Selectman Hoelzel commented on the Boston Post Cane, Selectman Long, no comments,
299 Selectman Barnes commented on the Wreaths Across America, he also attended the Budget

300 Committee meetings, Selectman Campbell, no comments, Chairman Plante, announced a
301 celebration at the American Legion he also attended a Planning Board meeting.

302

303 **Nonpublic: RSA 91-A:3 II (c) Reputation:**

304 Selectman Barnes made a motion to go into nonpublic at 8:34 p.m. under RSA listed above and
305 the Board will return to announce the results, seconded by Selectman Hoelzel, the Board was
306 polled, Hoelzel, Y, Long, Y, Barnes, Y, Campbell, Y, Plante Y.

307 The Board returned to public session at 9:30 p.m. to announce that the nonpublic minutes were
308 sealed indefinitely.

309

310 **Adjournment:**

311 The meeting was adjourned at 9:34 p.m.

312

313

314 Minutes Recorded By:

315 Deborah Intonti, Executive Assistant to the

316 Board of Selectmen and Town Manager

317

These minutes are in draft form and therefore
a subject to change.