

TOWN OF BENNINGTON

BOARD OF SELECTMEN

Minutes of the Meeting – December 12, 2018

Selectmen James Cleary, David Hardwick, Sr. and Mark Mackesy were present as well as Town Administrator Kristie LaPlante. The meeting was called to order at 6:00 p.m.

Also joining the meeting were Peter Eppig and David McKenzie for the purposes of establishing Capital Reserve Funding needs for 2019. Richard Reed joined the meeting at 6:50 p.m.

The group reviewed a new presentation format that includes purpose and historical data for each Capital Reserve and Expendable Trust Fund, portions of which are included in these minutes. The Capital Reserve Funding Committee established funding based upon the following:

FIRE DEPARTMENT

Fire Chief David Foster and Deputy Fire Chief Matt Hall met with the Capital Reserve Funding Committee to discuss the four Fire Department Capital Reserve Funds.

Fire Trucks – Established in 1990 for the *purchase of a replacement fire truck*. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 - \$294,824

Assets: 1996 Ford Brush Truck
 1998 International Tanker
 2005 International Fire Engine

Appropriation History: 2015 - \$ 20,000
 2016 - \$ 20,000
 2017 - \$ 20,000
 2018 - \$ 20,000

2019 APPROPRIATION: \$25,000

Based on prior years' discussions, the 1998 International Tanker would be due for replacement in 2018. There was consensus that the Tanker is in good condition and there is no need for it to be replaced at this time. The Chiefs, however, would like to replace the 2005 International Fire Engine in 2025 due to ongoing mechanical issues and design flaws. The Capital Reserve Funding Committee requested the Chiefs to explore finance and acquisition options in advance of replacing the Fire Truck – lease, purchase new, or purchase used.

The Capital Reserve Funding Committee and Chiefs discussed current apparatus and staffing which lead to a larger discussion of sustainability and the need to open a dialogue with neighboring communities to see if efficiencies could be gained by sharing personnel, apparatus, or key pieces of equipment. To that end, there was agreement that a consultant could be best to provide independent analysis before any changes would take place. The topic was conceptual; no permanent changes were discussed or proposed.

The Capital Reserve Funding Committee voted to increase funding to \$25,000 for 2019 to ensure adequate funds for apparatus replacement in 2025.

Rescue Chassis – Established in 1992 for the *purchase of a Rescue vehicle chassis*. The Selectmen are Agents to expend from this Fund. Supporting documentation and Minutes where funding was established documents the purpose of the Fund being for the purchase of the chassis only; “the present rescue box will be transferred to the new chassis.”

Town Council has advised that this fund can only be used to purchase the cab/chassis. Funds from this Capital Reserve Fund cannot be used for the purchase of the box on the back of the vehicle or required equipment; further, we can no longer retrofit vehicles again through this fund. Voters defeated a Warrant Article in 2018 to change the purpose to allow for purchase of the totality of a rescue vehicle.

Balance as of 12/01/18 - \$46,267

Assets: 2009 Ford F550 Rescue Truck

Appropriation History: 2015 - \$ 5,000
2016 - \$ 2,500
2017 - \$ 2,500
2018 - \$ 0

2019 APPROPRIATION: \$0

Because the wording of the Capital Reserve Fund restricts the use of this Fund, the Capital Reserve Funding Committee voted not to fund this Capital Reserve Fund in 2019. Voters will be presented with a Warrant Article in 2019 requesting their approval to change the funding purpose from “Chassis” to “Vehicle”.

Fire Department SCBA – Established in 2010 for *Fire Department Breathing Apparatus*. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 – \$37,187

Assets: Self Contained Breathing Apparatus

Appropriation History: 2015 - \$ 2,500
2016 - \$ 2,600
2017 - \$ 2,000
2018 - \$ 2,000

2019 APPROPRIATION: \$2,000

In November, the Fire Department provided the Selectmen with a report that lists their current inventory (with a current replacement value in excess of \$60,000) and provides a detailed plan through 2029 to replace cylinders and complete units. The Selectmen authorized the Fire Department to replace four complete SCBA units immediately at a cost of \$25,516 and to replace an additional two units in the spring at an estimated cost of \$12,800.

Because there is a detailed replacement plan in place and the funding appears adequate to meet the replacement plan and continue to fund future purchases, the Capital Reserve Funding Committee voted \$2,000 funding for 2019.

Fire Department Protective Gear – Established in 2013 for *Fire Department Protective Gear*. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 – \$6,372

Assets: Fire Gear

Appropriation History: 2015 - \$ 5,000
 2016 - \$ 5,000
 2017 - \$ 5,700
 2018 - \$ 5,700

2019 APPROPRIATION: \$5,700

The Fire Department replaced two complete sets of fire gear in 2018 and has a purchase plan for replacement sets based on expiration dates of existing gear. The Capital Reserve Funding Committee voted to fund the Capital Reserve Fund with \$5,700 in 2019.

HIGHWAY DEPARTMENT

The Road Agent has been out on leave. The Selectmen recommended, and the Capital Reserve Funding Committee agreed, to fund the Highway Department Capital Reserve accounts in 2019 with the same level of funding as 2018.

Highway Heavy Equipment – Established in 1991 for the *purchase of Highway Heavy Equipment*. The Selectmen are Agents to expend from this Fund.

In 2018, voters approved the closure of the Loader/Grader Capital Reserve Fund and the monies in that account were deposited in to this account.

Balance as of 12/01/18 - \$135,102

Assets: 1982 John Deere 444C Loader
 1989 KME Fire Pumper (to clean culverts)
 1990 Galion Grader
 2007 International 6-wheel dump truck
 2012 Cat Backhoe/Loader
 2015 Freightliner 6-wheel dump truck
 2016 Ford F350 1-ton

Appropriation History: 2015 - \$ 30,000 (Combined old Loader/Grader + Heavy Equipment)
 2016 - \$ 35,000 (Combined old Loader/Grader + Heavy Equipment)
 2017 - \$ 37,000 (Combined old Loader/Grader + Heavy Equipment)
 2018 - \$ 37,000 (now just single fund)

2019 APPROPRIATION: \$37,000

Mower – Established in 1997 for the purpose of a *Highway Department/Recreation Department mower*. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 - \$7,041

Assets: 2013 Mower

Appropriation History: 2015 - \$ 1,000
2016 - \$ 1,000
2017 - \$ 1,000
2018 - \$ 1,000

2019 APPROPRIATION: \$1,000

Road Rehabilitation - Established in 2009 for the *maintenance, construction, reconstruction, or repair of town streets, roads, or traveled ways*. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 - \$55,383

Appropriation History: 2015 - \$ 15,000
2016 - \$ 15,000
2017 - \$ 15,000
2018 - \$ 15,000

2019 APPROPRIATION: \$15,000

LIBRARY

The Library Trustees were unable to attend the meeting and submitted a written request for \$5,000 funding for 2019.

Dodge Memorial Library – Established in 1994 and amended in 2003 for *the repair or replacement of Library equipment and for making renovations and improvements to the GEP Dodge Library*. The Library Trustees are Agents to expend from this Fund.

Balance as of 12/01/18 - \$53,892

Appropriation History: 2015 - \$ 5,000
2016 - \$ 5,000
2017 - \$ 5,000
2018 - \$ 5,000

2019 APPROPRIATION: \$5,000

In 2018 the Library used the Capital Reserve Fund for furnace repairs, technology, and small furniture. The Capital Reserve Funding Committee agreed with the request submitted by the Library Trustees to fund \$5,000 in 2019.

POLICE DEPARTMENT

Police Chief Bret Sullivan and Sergeant Jason Lepine met with the Capital Reserve Funding Committee.

Police Cruiser – Established in 1993 for the *purchase of a police cruiser*. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 – \$35,524

Assets: 2013 Ford Explorer Cruiser
 2015 Ford Explorer Cruiser

Appropriation History: 2015 - \$ 13,000
 2016 - \$ 10,000
 2017 - \$ 10,000
 2018 - \$ 10,000

2019 APPROPRIATION: \$10,000

The Police Chief reported that the Department is satisfied with the condition of the oldest vehicle and recommended its replacement in 2020. Town Administrator Kristie LaPlante reported on the results of the Capital Reserve Fund audit in 2017 where the Town learned that this Capital Reserve Fund can be used for the purchase of a cruiser but cannot be used to fund equipment, sirens, lights, etc. The Capital Reserve Funding Committee voted \$10,000 funding for 2019.

WATER DEPARTMENT

Water Commissioners David Beck and Richard Reed met with the Capital Reserve Funding Committee.

Water Department Maintenance & Repairs – Established in 1993 and amended in 2018 for *Water Department maintenance and repairs*. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 - \$16,925

Assets: Hydrants, mains, valves, water tank, pump house

Appropriation History: 2015 - \$ 15,000
 2016 - \$ 20,500
 2017 - \$ 20,500
 2018 - \$ 0

2019 APPROPRIATION: \$25,000

Commissioners Beck and Reed outlined the Water Department Asset Management Plan that was substantially completed in 2018 (acceptance of the Plan and presentation to the public is scheduled for early 2019). The Plan identifies current assets both in geographic location on a GIS map as well as condition and value in a supplemental report. The asset data is also catalogued in a software program that lays out replacement costs and outlines funding needs for future replacement. The current value of infrastructure in place is estimated to be \$14,650,000.

As part of the Asset Management Plan, the Water Department learned that the Town pumps 60,000 gallons of water per day but water meter readings show an equivalent usage of 40,000 per day. To recoup funding from the 20,000 gallons of water loss each day, the Water Department has goals to replace broken and outdated meters as well as transition from manual read meters to radio read meters to save on labor costs.

Realizing that the Water System has evolved over the last 120 years and the need to look at future replacement and upgrade costs, the Capital Reserve Funding Committee voted to increase funding in 2019 to \$25,000.

INFRASTRUCTURE

Bridge Maintenance Expendable Trust Fund – Established in 1997 for the *purpose of construction or reconstruction of town bridges*. The Selectmen are Agents to expend from this Fund after a Public Hearing.

In 2018, voters approved the closure of the Bridge Replacement Capital Reserve Fund and the monies in that account were deposited in to this account.

Balance as of 12/01/18 – \$52,634

Appropriation History: 2015 - \$ 0
2016 - \$ 0
2017 - \$ 0
2018 - \$ 0

2019 APPROPRIATION: \$10,000

In late 2017, the Town received notice from NH DOT that the box culvert bridge on Antrim Road just south of the trestle is on red list status. This bridge provides water to the Paper Mill from the river. Town officials met with Monadnock Paper Mill officials in early 2018 to better understand the importance of this bridge and their operations and then met again in the summer to do a visual inspection of the box culvert during the Mill's shut down. Based on information learned during those two meetings and remedial options available, the Capital Reserve Funding Committee voted \$10,000 funding for 2019.

Sidewalk Repair – Established in 2002 for *replacing the Town's sidewalks*. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 – \$9

Assets: Downtown sidewalk project – 2007
Downtown sidewalk project - 2015

Appropriation History: 2015 - \$ 0
2016 - \$ 0
2017 - \$ 0
2018 - \$ 0

2019 APPROPRIATION: \$ 1,000

There are no future sidewalk replacement plans in place. However, the Capital Reserve Fund does allow for repairs to the existing infrastructure. The Capital Reserve Funding Committee found value in adding funds in 2019 in the event any sidewalk components fail or need repair and as such, voted \$1,000 funding.

Town Buildings Expendable Trust Fund – Established in 1999 for the purpose of *repairing, maintaining, and improving Town buildings*. The Selectmen are Agents to expend from this Fund after a Public Hearing.

Balance as of 12/01/18 - \$106,064

Assets: Town Hall, VFW, Fire Station, HW Garage, Transfer Station, Water Pump House, Sewer Pump House, buildings at Newhall Field (two dug outs, “Colonel’s Perch”, Storage Building)

Appropriation History: 2015 - \$ 15,000
2016 - \$ 15,000
2017 - \$ 20,000
2018 - \$ 33,000

2019 APPROPRIATION: \$30,000

In early December the Selectmen learned that repairs are needed to the Town Hall roof and cupola in 2019 to remedy and prevent further water damage to the ceiling in the gymnasium. The Selectmen will be soliciting at least three bids because of the scope of the project. The Capital Reserve Funding Committee voted \$30,000 funding for 2019.

OTHER

Revaluation – Established in 2002 for revaluation costs. The Selectmen are Agents to expend from this Fund.

Balance as of 12/01/18 - \$37,554

Appropriation History: 2015 - \$ 0
2016 - \$ 12,000
2017 - \$ 12,000
2018 - \$ 12,000

2019 APPROPRIATION: \$ 0

The Town is required to undergo a full Revaluation in 2019 at a contracted cost of \$50,000. To ensure the totality of funds are in place for the project, the Selectmen will be adding \$15,000 to the Operating Budget rather than risk voters denying a Warrant Article for Capital Reserve Funding. The Capital Reserve Funding Committee voted not to fund this account for 2019.

There being no other business for the Capital Reserve Funding Committee, the Committee portion of the meeting concluded at 8:45 p.m. and the Selectmen rejoined their regular meeting.

When back in regular session, at 9:14 p.m. a motion was made by Selectman Mackesy to enter into Nonpublic Session under RSA 91-A:3-II(c) and seconded by Selectman Cleary; all voted in favor of entering Nonpublic Session. The Selectmen reviewed a written complaint from a non resident regarding a police matter in which the complainant’s son is involved. Because the investigation is ongoing and the complainant is not a part of

investigation, the Selectmen declined to provide comment or a response. Selectman Mackesy made a motion to end the Nonpublic Session and reconvene the Public Session; seconded by Selectman Cleary; all voted to reconvene the Public Session at 9:20 p.m.

At 9:21 p.m. a motion was made by Selectman Mackesy to enter into Nonpublic Session under RSA 91-A:3-II(c) and seconded by Selectman Cleary; all voted in favor of entering Nonpublic Session. The Selectmen reviewed and signed a discipline letter to an employee. Selectman Mackesy made a motion to end the Nonpublic Session and reconvene the Public Session; seconded by Selectman Cleary; all voted to reconvene the Public Session at 9:27 p.m.

In addition, the Selectmen reviewed or acted on the following:

- Reviewed and approved Payroll Registers for December 6 and 13 and Accounts Payable Register for December 6.
- Reviewed the proposed 2019 Operating Budget.
- Heard a report that local contractor Ryan Seneschal was able to access the roof within the last week to assess the cupula to determine if it is causing the water damage in the gymnasium. Ryan reported that the problem is two fold – one, the contractors who replaced the roof in 20XX did not properly install the flashing around the cupula which has caused water to wick up and damage part of the cupula. Secondary, the metal membrane roof between the cupula and the weathervane is cracked and water is leaking in. A temporary repair has been made but the issues will need to be put out to bid for permanent repair in 2019.
- Heard a request that the Water Commissioners would like Assessment Card data available on their public ARCGIS map of the water system. Following their previous decisions that assessment cards will not be posted online, the Selectmen voted not to allow access to Assessment Cards through the Water Department's ARCGIS map.
- Scheduled a meeting with NH DOT for Wednesday, January 30th for an informational meeting on their plans to either rehab or replace Russell Brook.
- Received an invitation to the Water Department's January 3, 2019 Closeout Meeting for their Asset Management Plan.
- Denied a request for a resident to use Town Buildings as a neutral location for child custody visitation arrangements.
- Signed the Monadnock Disposal Service Contract Renewal for two years and two abatements (Map 7, Lot 18) (Map 1, Lot 10).
- Discussed wages and benefits for Town employees. Selectman Mackesy made a motion to not provide employee increases in 2019, seconded by David Hardwick. Selectmen Mackesy and Hardwick voted in support of Mackesy's motion; Selectman Cleary abstained from voting.

There being no other issues before the Board, the meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Kristie LaPlante
Town Administrator