

**Town of Grafton  
Board of Selectmen  
Tuesday, November 20, 2018**

**Members Present:** Jennie Joyce, Chairman, Leon Dugan, Steve Darrow, Sue Smith (recorder)

**Others Present:** Katie Steuer, John Babiarz, Russell Poitras

The meeting was called to order at 6pm.

**Acceptance of Minutes:**

Steve motioned to approve the public and non-public minutes of October 30, 2018. Jennie seconded both sets of minutes. Leon abstained. Motion passed.

**Selectmen Announcements:**

Steve informed the Board that the 2009 International plow truck went off the road during today's snow storm. The driver is ok and no other vehicles were involved in the incident. The sander was damaged and will have to be replaced. At this time, damages to the truck are unknown.

**Ex-Officio Reports:**

Steve stated that the Planning Board approved a lot merger for Christopher and Mary Fitchett. The properties to be merged are Map 11E Lots 3 and 149.

**Public Comment:** None

**Appointments:**

\*\*\*Public Hearing\*\*\*

The public hearing to charge non-residents a \$25 fee to use the Town Hall opened at 6:20pm by Jennie Joyce. Jennie stated that Grafton residents use the Town Hall free of charge and feels that \$25 is not too much to ask non-residents to pay for helping with the upkeep of the building. Both Steve and Leon had no objection to the fee amount as this is a starting point and can be revisited in the future.

There were no comments from the public.

After no further discussion, Jennie closed the public hearing at 6:23pm.

The Board made the decision to charge non-residents a \$25 fee to use the Town Hall.

**New Business:**

2019 Health Insurance Rates – The Board reviewed the 2019 health insurance rates for full-time employees. After a brief discussion, the Board opted for the 6-tier option which only affects the co-pays of office visits and prescriptions. The cost per employee per month went from \$919.63 to \$889.68.

2019 Budget Review – The Board reviewed the following budgets:

- Library Trustees (revisited from Oct 30, 2018) – requested budget for 2019 - \$18,659 (Operating Budget: \$16,659 and Gross Basis: \$2,000). This is an increase of \$3,845 from the 2018 budget. The increase in the budget is due to increases in the electric and heating fuel costs for 2019. Staff meetings were implemented in 2018 and a small increase in wages reflects these meetings. Katie Steuer, Library Trustee discussed snow shoveling with the selectmen and it was decided that the Library Trustees will hire a person to shovel snow from the handicap ramp and walkway. The selectmen made a recommendation to add \$500 to the wage line item to cover this cost. The wages line item increased from \$10,275 to \$10,775. Katie informed the selectmen that a generous donation was received and the Library Trustees plan on using this donation in 2019 to repair the roof of the Library. Katie stated that the donation, \$1,000, will be added to the gross basis portion. This will increase the gross basis from \$2,000 to \$3,000. The amended budget to be passed to the budget committee is \$20,159 (Operating Budget: \$17,159 and Gross Basis: \$3,000).
- Ambulance Dept. (revisited) – The ambulance department informed the Board that Hanover Dispatch increased their dispatch fees. The ambulance will need to increase the dispatch fees by \$3,450 for a total fee of \$6,450 for 2019. The selectmen amended the Ambulance Budget request and will pass this information to the Budget Committee.
- Fire Dept – requested budget for 2019 - \$28,834. This is an increase of \$6,834 from the 2018 budget. The increase reflects in the dispatch fees and training line items. John Babiarz informed the selectmen that most of the training line item of \$2,500 will be used in January 2019. After a brief discussion, the selectmen passed the budget request as is to the Budget Committee.
- Police Dept – requested budget for 2019 - \$192,744. This is a decrease of \$49 from the 2018 budget. After a brief discussion with Russell, the selectmen passed the budget request as is to the Budget Committee.
- Welfare – requested budget for 2019 - \$20,000. This is the same as the 2018 budget. After a brief discussion, the selectmen passed the budget request as is to the Budget Committee.
- Selectmen – requested budget for 2019 - \$324,033. This is an increase of \$20,680 from the 2018 budget. The increase reflects in the following line items: Ads & Reg Dues from \$1,350 to \$1,400 due to NHMA due increase; Subscriptions from \$480 to \$530 due to RSA update increase; FICA from \$25,000 to \$29,000 due to wage increases; Finance Admin Postage from \$52 to \$54 for PO Box annual fee increase; Finance Admin Software from \$625 to \$650 due to QuickBooks license fee increase; GG Bldgs Computer Support from \$1,500 to \$2,000 due to renewal of website license; GG Equip/Maint/Repairs from \$12,650 to \$12,750 for possible cemetery maintenance; GG Wages from \$1,150 to \$1,250 for possible cemetery maintenance; Insurance (includes health, short-term disability, workers' comp, unemployment and liability) from \$98,574 to \$102,727 due to increase in health insurance, short-term disability and workers' comp.; Reappraisal of Properties from \$16,320 to \$22,320 due to \$6,000 contract with George Sansoucy, assessor for utility appeals; Legal Fees from \$20,000 to \$25,000. The Board will send this request to the Budget Committee.

**Other Business/Correspondence:**

Action Item List – no updates to report.

The Board reviewed and approved the following applications:

- Abatement Application – Wyman (Map 16D Lot 63)
- Building Notification – Savell (Map 6 Lot 575-15)
- Veterans’ Credit

The Board reviewed and discussed the following correspondence:

- Letter from Gardner, Fulton & Waugh re: a merger with Drummond Woodsum Law Firm to take place in January 2019.
- Approvals for Construction – Map 6 Lot 575-15 and Map 2 Lot 817.
- Letter from Avitar Associates re: NNETC (Fairpoint) Officer to Settle. After a brief discussion, the Board unanimously agreed to accept the settlement. This settlement includes no refunds to NNETC and stops future appeals from NNETC. Avitar Associates will be informed of this decision tomorrow, Wednesday, November 21, 2018.
- Letter from NHEC re: Traffic Details for NHEC Outdoor Lighting Work
- On behalf of a group of people, Maureen O’Reilly submitted an estimate of Christmas Lights for the pine tree on the Town Common. This group has asked the selectmen to consider purchasing the lights for this project. Upon reviewing the estimate, the selectmen decided to decline spending over \$700 for the lights.

**Public Comment:** None

**Final Comments from Selectmen:** None

Steve motioned to adjourn. Leon seconded. Motion passed. Meeting adjourned at 7:45pm

Respectfully submitted,

Sue Smith, Administrative Assistant