

*New Durham Board of Selectmen Meeting
October 21, 2016*

**NEW DURHAM BOARD OF SELECTMEN
Budget Review
New Durham Community Room
October 21, 2016, 1:00p.m.**

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Scott Kinmond, Town Administrator
FDD Budget:
Chief Varney
Lt. Burns
Forest Fire Warden David Stuart

Second Session

Call to Order

Chair Bickford called the meeting to order at 1:04p.m.

Budget Review

Account 4915-10-072 – Milfoil

Town Administrator Kinmond stated a correction of the amount was made to \$3000 and the extra testing expenses were placed under the Health Officer line. Fred Quimby, Chair of Milfoil Committee, gave an update on the milfoil treatments on Downing Pond. At this point milfoil appears to be under control. He also presented a proposed 2017 Budget for testing which will include all swimmable waters. There was discussion of the effects the fish hatchery has on the waterways and possible testing that could be done. It was noted the permit for the hatchery is currently under review with the EPA. Of concern specifically is high levels of phosphorus which could lead to increased levels of cyanobacteria.

Selectman Swenson made a motion to approve Account 4915-010-072 in the amount of \$3,000. Chair Bickford seconded the motion. Motion passed, 3-0-0.

There was discussion about adding a line item for additional testing as well as changing the name of the committee.

Account 4199 – Other General Government

Selectman Swenson made a motion to add a line item under Account 4199 for Milfoil and Algae with a funding level of \$1000 to be used for water testing in 2017. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Selectman Swenson made a motion to amend the total approved for Account 4199 with the action just taken on October 21, 2016 adding the milfoil line item with the account now budgeted at \$7,800. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Account 4520 – Recreation

Selectman Swenson noted the recommended budget amount is down 1% over the prior year. The narrative was reviewed. Nicole Hunter, Parks and Recreation Commission Director, Ms. Hunter provided an overview of the funding of their programs.

Chair Bickford made a motion to approve account 4520, Parks and Recreation in the amount of \$ 56,656. Selectman Anthes seconded the motion. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4220 - Fire Department

There was discussion about the ambulance maintenance costs, noting those would not be needed in 2017 if the vehicle is replaced. It was noted there has been a significant increase in the number of calls over last year.

Chair Bickford made a motion to approve account 4220, Fire Department in the amount of \$221,270. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4291 - Forestry

TA Kinmond explained that the large increase in the budget is for adding a maintenance line for the forestry equipment. It was noted this line has not been for more than incidentals previously when there was a Town Mechanic.

Chair Bickford made a motion to approve account 4291, Forestry, in the amount of \$12,999. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4290– Emergency Management

Town Administrator Kinmond stated Fire Chief Varney is currently handling this position but it would be better to have a part time individual filling it, particularly in a small town where the Fire Chief is out on calls. Suggestions were discussed for filling the position.

Chair Bickford made a motion approve account 4290, Emergency Management in the amount of \$753. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4240 – Building Inspector/Code Enforcement

Town Administrator Kinmond explained his suggestion of adding a deputy position, particularly with all the roles Fire Chief Varney is currently filling. It would also help with a transition for on the job training of an individual lacking all the training. Fire Chief Varney gave an overview of the tasks and time involved with the position. Selectman Swenson stated he is concerned with the overall budget amount being too high and

*New Durham Board of Selectmen Meeting
October 21, 2016*

suggested it needs to be looked at again. Selectman Swenson felt there was an error in Line 10-111. Upon review it was noted that the initial budget amount for Line 10-111 was in error and it was corrected.

Chair Bickford made a motion to approve account 4240 in the amount of \$32,070. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4411 – Health Officer

Selectman Swenson made a motion to approve account 4411 in the amount of \$2,355. Selectman Anthes seconded the motion. Discussion: Chair Bickford asked for clarification on the testing. Fire Chief Varney replied it is for the Town Hall, Police Department, and Fire Department. **Motion passed, 3-0-0.**

Account 4550 - Library

There was extensive discussion regarding any involvement of the Board of Selectmen in the Library budget. The majority of the Select Board chose not to review the Library budget.

Other

Town Administrator Kinmond distributed a draft job description for an Office Clerk position for 15-20 hours per week. He stated the position has been posted and wants to get interviews scheduled as soon as possible. The Board of Selectmen discussed the position as a part time position for 15-20 hours per week. It was noted the position would do work throughout various Town departments.

Chair Bickford made a motion to approve the job description for the position of Office Clerk as amended October 21, 2016. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Expenditure of impact fees and the deadline for setting the tax rate were discussed. It was agreed to have decisions on the application of the impact fees determined before the end of this calendar year. Chair Bickford asked Town Administrator Kinmond to get the deadline tax date from Department of Revenue Administration for school tax rate setting.

Ambulance Bid Request Package

Town Administrator Kinmond distributed the assembled bid package for review by the Board of Selectmen. The bid request details were reviewed and discussed. There was discussion of contracting with other towns for ambulance services. Selectman Swenson asked that outside contracting and/or other town sharing be more thoroughly reviewed and written quotes obtained.

Boodey House Committee

Town Administrator Kinmond stated there is a vacancy on the committee and the committee has made a recommendation for a nominee.

*New Durham Board of Selectmen Meeting
October 21, 2016*

Chair Bickford made a motion to nominate Tatiana Ciaito to the Boodey House Committee. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Tax Deeded Properties

Selectman Anthes stated the auction for the Town-owned tax deeded properties was successful with total revenue of \$214,508.

Other:

The Highway Department was looking to approve a purchase order for additional sand. There was discussion of the amount of sand stock piled at the Highway Department. Town Administrator Kinmond stated he is getting quotes for liquid salt tank and equipment for spreading. He recommended purchasing the sand now at the current rate. Chair Bickford and Selectman Swenson felt that they would like to know how long the stock pile is expected to last before approving additional purchases of sand.

Adjourn

Selectman Swenson made a motion to adjourn. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

The meeting was adjourned at 4:45p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

Final Approved 01-09-17