

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
October 8, 2020, 8:00 a.m.
Virtual Meeting, New Durham, NH 03855**

Final Approved 11-09-20

Under the emergency provisions of RSA 91A, this meeting took place electronically via Zoom. IN LIGHT OF THE COVID 19 (CORONA VIRUS) SOCIAL DISTANCING ADVICE MADE BY THE GOVERNOR AND CDC, THE TOWN OF NEW DURHAM NH FOLLOWING A DECLARATION OF EMERGENCY BY THE PLANNING BOARD CHAIRPERSON, IS PROVIDING A MEETING PARTICIPATION VIA TELEPHONE CONFERENCE FOR YOUR SAFETY.

This meeting is for members and the public to utilize the Zoom platform to prepare for future meetings and public hearings. All members of the Board of Selectmen and Town Administrator have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following. In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2

Join Zoom Meeting <https://us02web.zoom.us/j/81292287823?pwd=U0h6djdwSjdRZjBNRFZzenlKTfh5UT09>
Meeting ID: 812 9228 7823 Passcode: 085675
Or telephone number: 1-646-558-8656 , Meeting ID: 812 9228 7823 Passcode: 085675

Technical difficulties contact Town Administrator Scott Kinmond at skinmond@newdurhamnh.us or by phone at 603-556-1516. Note: Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.

PRESENT

David Swenson, Chair – Community Room & via Zoom
Cecile Chase –via Zoom
Dorothy Veisel –via Zoom

ALSO PRESENT

Scott Kinmond, Town Administrator – Via Zoom
Shawn Bernier, Police Chief – In person Community Room
Dave Stewart, Fire Department – In person Community Room
Peter Varney, Fire Chief - In person Community Room
Neal Burns, Fire Department – Via Zoom
Don Vachon, Road Agent – In person Community Room
David Bennett, Highway Supervisor – In person Community Room

CALL TO ORDER

Chair Swenson called the meeting to order at 8:08 a.m.

Chair Swenson stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town is authorized to meet electronically. He stated there is no physical location to observe this meeting. However, in accordance with the Order, it was confirmed that they are providing public access to the meeting by telephone, with additional access possibilities by video (Zoom); all members of the Board of Selectmen and Town

Administrators have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Swenson confirmed the meeting was posted appropriately with access numbers. He stated in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair Swenson stated in the event they need to go into non-public session, a separate phone number will be used for the Board of Selectmen members to use and they will then reenter nonpublic session. Chair Swenson stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting.

Appointments/Announcement

None.

Public Input

No public present.

Agenda Review

No changes were made to the Agenda.

NEW BUSINESS

2021 Budget Review

Account 4210 Police

Chair Swenson stated the 2020 budget was \$582,198 and the 2021 proposed budget is \$623,341. It was noted the major increase is \$12,000 in the wage line adjustments; medical and dental insurance is up; retirement is also up by \$20,000. TA Kinmond stated the retirement increase doesn't go into effect until July and Chair Swenson then suggested reducing that line.

Police Chief Bernier presented a breakdown of the items covered by the line increases as well as the historical increase in overtime hours in the last two years. He stated the guidelines for training hours were also changed by the State with more training hours required. Police Chief Bernier stated there have been changes in the Strafford County Sheriff's Office due to prosecution attorneys being laid off. He stated he is looking into the costs for prosecution attorney services. Chair Swenson suggested reducing Line 95-230 NHRE by \$7K to account for the effective date of the increase.

Chair Swenson made a motion to approve Account 4210 Police for FY 2021 Budget in the amount of \$617,341 with the adjustments as noted during the discussion. Selectman Chase seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

Selectman Chase left the meeting due to schedule conflict.

Account 4291 Forestry

Chair Swenson stated the 2020 budget was \$12,856 and the 2021 proposed budget is \$12,295. The changes are in training and equipment maintenance.

Chair Swenson made a motion to approve Account 4291 Forestry for FY 2021 Budget in the amount of \$12,295. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Account 4290 Emergency Management

Chair Swenson stated the 2020 budget was \$552 and the 2021 proposed budget is \$552.

Fire Chief Varney stated they need to re-write the Emergency Management Plan. However, the costs for that are unknown but he would be able to track it through the Fire budget.

Chair Swenson made a motion to approve Account 4290 Emergency Management for FY 2021 Budget in the amount of \$552. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Account 4220 Fire

Chair Swenson stated the 2020 budget was \$252,237 and the 2021 proposed budget is \$236,208.

Fire Chief Varney stated there are some things that need to be addressed including paint on the ladder truck but they could push it off another year.

Mr. Burns stated he was able to do a temporary fix for the ambulance on the battery isolator. It is a warranted part but the ambulance company indicated a bypass is the best option. However, the ambulance company indicated they will not cover the costs. He is going to continue trying to get this resolved.

Chair Swenson made a motion to approve Account 4220 Fire for FY 2021 Budget in the amount of \$236,208. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Account 4194 General Government Buildings

This was account review postponed from the September 28, 2020 meeting at TA Kinmond request to verify some budget information. Chair Swenson stated the 2020 budget was \$28,938 and the 2021 proposed budget is \$25,858. The reduction is in contracted services; Town Administrator Kinmond stated they would be deferring some maintenance items in FY21 including window and carpet cleaning.

Chair Swenson made a motion to approve Account 4194 General Government Buildings for FY 2021 Budget in the amount of \$25,858. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Account 4711 Principle LTB

This was account review postponed from the September 28, 2020 meeting at Chair Swenson's request as he had noted an incorrect calculation. The Board reviewed the breakdown of the interest and payments.

Chair Swenson made a motion to approve Account 4711 Principle LTB for FY 2021 Budget in the amount of \$60,000. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Account 4721 Interest LTB

This was account review postponed from the September 28, 2020 meeting at Chair Swenson's request as he had noted an incorrect calculation. The Board reviewed the interest amounts for the bonds.

Chair Swenson made a motion to approve Account 4721 Interest LTB for FY 2021 Budget in the amount of \$4,615. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

Account 4312 Highway & Streets

Chair Swenson stated the 2020 budget was \$908,694 and the 2021 proposed budget is \$902,550. He noted the department is down one full time and one part time employee but those positions are covered in the FY21 budget.

Chair Swenson advised Mr. Vachon the Board supports his work to fill the positions as they are budgeted.

Selectman Chase re-joined the meeting.

Chair Swenson made a motion to approve Account 4312 Highway and Streets for FY 2021 Budget in the amount of \$899,550. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

Account 4324 Solid Waste

Chair Swenson stated the 2020 budget was \$305,853 and the 2021 proposed budget is \$325,739.

Town Administrator Kinmond explained the increased costs due to COVID pandemic resulting in additional SWF usage. He also explained that the 2nd year of the disposal contract has a 3% escalator for transportation and disposal. Chair Swenson questioned whether the same increased usage level would continue throughout FY21.

Chair Swenson made a motion to approve Account 4324 Solid Waste for FY 2021 Budget in the amount of \$325,739. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

Account 4140 Town Clerk

This was account was also reviewed September 28, 2020 meeting as additional information was verified. Chair Swenson stated the 2020 budget was \$145,225 and the 2021 proposed budget is \$153,667. The increased costs are in retirement and benefits.

Chair Swenson made a motion to approve Account 4140 Town Clerk for FY 2021 Budget in the amount of \$153,667. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

Account 4155 Personnel Administration

Chair Swenson stated the 2020 budget was \$38,634 and the 2021 proposed budget is \$24,283. The Board concurred with adding \$15,000 to the line for wage adjustments and look at CRF / ETFs to offset the addition.

Chair Swenson made a motion to approve Account 4155 Personnel Administration for FY 2021 Budget in the amount of \$39,282. Selectman Chase seconded the motion. Roll Call: Selectman Chase –aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

Account 4415 Other Agencies

Chair Swenson stated the 2020 budget was \$7,546 and the 2021 proposed budget is \$7,846. Selectman Chase stated she views this account as a supplement to the Welfare account, somewhat of an outsourcing of services. The Board concurred with reducing the amount for Kingswood Youth Center to \$500; increase Meals on Wheels by \$300.

Chair Swenson made a motion to approve Account 4415 Other Agencies for FY 2021 Budget in the amount of \$7,000. Selectman Veisel seconded the motion. Roll Call: Selectman Chase – aye; Selectman Veisel – aye; Chair Swenson – aye. Motion passed 3-0-0.

OTHER BUSINESS

Meeting Schedule

October 14, 2020, 6:00 p.m., Board of Selectmen Non Public Session

October 14, 2020, 7:00 p.m., Board of Selectmen Joint Meeting with Budget Committee

Approval of Minutes

Meeting of September 28, 2020 – Postponed.

Meeting of September 14, 2020 – Postponed.

Meeting of August 27, 2020 – Postponed.

Meeting of August 20, 2020 – Postponed.

Chair Swenson made a motion to enter into non-public session pursuant to RSA 91:A : 3 III a, b, c. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board entered non-public session at 10:12 a.m.

The Board reentered public session at 10:25 a.m.

Selectman Chase left the meeting.

October 8, 2020

Chair Swenson stated that while in non-public session they discussed personnel and staffing at Town Hall.

Chair Swenson made a motion to seal the minutes of the non-public session of October 8, 2020. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

ADJOURN

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

The meeting was adjourned at 10:25 a.m.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary