

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Community Room**  
**October 5, 2017, 9:00 a.m.**

*Final Approved 10-23-17*

**Present**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator  
Clayton Randall, resident  
Shawn Bernier, Police Chief  
Reginald Meattey, Police Sergeant  
Don Vachon, DPW Manger / Road Agent  
Karen Kehoe, DPW Administrative Assistant

**Call to Order**

Chair Swenson called the meeting to order at 9:00 a.m. At time of meeting Selectman Chase had not yet arrived.

**2018 Budget Review**

**Account 4130 – Executive Office**

Changes previously discussed for this account line were verified and discussed.

**Chair Swenson made a motion to approve Account 4130 Executive Office, in the amount of \$206,906 with the understanding it may be further modified once the Boodey Farmstead and Ethics Committee line items have been reviewed. Selectman Doherty seconded the motion. Motion passed 2-0-0.**

Selectman Chase joined the meeting.

**Account 4140 – Town Clerk**

Minor changes to Line 10-620 Office Supplies, Line 10-820 Mileage, and Line 30-130 Election Worker Wages were noted.

**Chair Swenson made a motion to approve Account 4140 Town Clerk in the amount of \$105,350. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

**Account 4153 Legal Expenses**

**Chair Swenson made a motion to approve Account 4153, Legal Expenses in the amount of \$20,000. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

**Account 4196 – Insurance (Property Liability)**

**Chair Swenson made a motion to approve Account 4196 Insurance (Property Liability) in the amount of \$52,031. Selectman Doherty seconded the motion. Motion passed 3-0-0**

**Account 4199 – General Government**

Chair Swenson noted Town Administrator Kinmond stated water quality expenses cannot be included in this line. Town Administrator Kinmond also stated he expects to have estimates soon for the costs of dam maintenance and suggested when that is received they can discuss funding options. A town meeting (Warrant Article) would be required to establish an ETF for this expense.

**Chair Swenson made a motion to approve Account 4199 General Government in the amount of \$7,601. Selectman Chase seconded the motion. Motion passed 3-0-0.**

**Account 4415 – Other Agencies**

Chair Swenson noted there has been previous extensive discussion on this Account.

**Selectman Chase made a motion to approve Account 4415 Other Agencies in the amount of \$7,346. Selectman Doherty seconded the motion. Motion passed 2-1-0.**

Chair Swenson opposed. He stated he is not opposed to charitable contributions but feels strongly against forcing the taxpayers to pay for non-profit contributions which they do not choose. Additionally, he stated that there are no criteria for who gets the tax payer money and who does not. It seems that anyone who submits a request is budgeted for tax payer money to go to that non-profit. For example, why does not the Town pay to Boy Scouts, Free Will Baptist Church, etc. Selectman Chase stated her rationale in funding these organizations is that they provide services to residents of the community and if they did not do so there would be an increase in welfare expenses to the Town.

**Account 4441 – Welfare**

**Chair Swenson made a motion to approve Account 4441 Welfare in the amount of \$12,188. Selectman Chase seconded the motion. Motion passed 3-0-0**

**Account 4152 Assessing**

Town Administrator Kinmond noted the cyclical reevaluation monies are not included in anticipation of the revenue of the old reevaluation CRF being used for this purpose through another action by the Board. He explained the scenarios suggested by DRA for discontinuation of the account and unanticipated revenues. The Board agreed that encumbering the funds is the preferred option as this will help to be a lesser impact on the tax rate. Town Administrator Kinmond will ask DRA about encumbering the full obligation for the contract. Town Administrator Kinmond noted no cost changes were indicated by Vision for the software upgrades but he added in a 3% increase.

**Chair Swenson made a motion to approve Account 4152 Assessing in the amount of \$64,392 subject to comments from DRA. Selectman Doherty seconded the motion. Motion passed 3-0-0**

**Account 4194 – Government Buildings**

Chair Swenson noted this line includes janitorial services, heating, and building maintenance. Town Administrator Kinmond stated a law was passed last year requiring heating oil must be low sulfur resulting in heating oil costs increasing significantly. He stated he also included the costs of installing a keycard access security system, although this could come from CRF; replacement of broken / inoperable windows is also included. Chair Swenson suggested taking these funds from a CRF to avoid any unneeded additional tax impact. By consensus the Board requested the TA to remove the amount shown in Line 10-430 (\$10,420) and make it \$1 and Line 10-651 remove \$1,325 making the amount to include \$550. Approval was postponed for further review of additional information.

**Account 4210 – Police Department**

Police Chief Bernier presented a summary of his 2018 budget request. The budget request was reviewed and discussed and Police Chief Bernier explained various expenses. There was discussion about the justification for five cruisers with a five-officer crew. Police Chief Bernier stated there will be additional expenses with overtime in order to get the vehicle back for use by the fifth officer should the fleet remain at four.

Chair Swenson noted there is a \$93,000 increase in the budget over last year, a majority coming from the fifth officer salary and expenses. Selectman Doherty asked if there were any other lines Police Chief Bernier could look at to reduce to make up for the increase. Police Chief Bernier replied he has already done so and explained he doesn't see any other areas to cut except for the details and grants but is willing to go over further with Town Administrator Kinmond. TA Kinmond spoke about the adoption of a Police Detail revolving fund, which would pull \$15K from the operating budget. This fund would be like the Recreation Revolving fund, and is to self-sustain the police details. The Board discussed this option and also asked the Chief to review the police detail rates in comparison with other communities and our finance department.

The issue of whether the budget included the addition of a canine activity was raised and Police Chief Bernier indicated it is included in the budget. The Board requested some information as to what time that involved. Chief Bernier stated that it includes 160 hours over five months and then 16 hours / month for the remaining part of the year (Total of 34 work day or 272 hours or 6.8 work weeks). He stated the dog food expense would come from drug forfeiture moneys and a \$600 donation from the Police Association Dog Fund.

Further action on this account was postponed to allow additional review of information.

**Account 4312 – Department of Public Works**

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Town Administrator Kinmond, DPW Manager Vachon, and AA Kehoe gave an overview of the budget lines. Chair Swenson noted the budget is about \$50,000 increase over last year, most of which is in the benefits line. The Board asked the Town Administrator Kinmond to review the budget with DPW Manager Vachon to see if there are some areas that can be reduced. TA Kinmond noted that the part time staffing for Facilities and Grounds is still in the budget as is the contract mowing is in all accounts and RFP's are due today.

**Account 4324 – Solid Waste Facility**

The proposed budget was reviewed and Town Administrator Kinmond noted a miscalculation in the benefits line. The issue of facility use by commercial garbage collectors was discussed and Mr. Vachon stated there is a significant amount being dumped over the weekends but they are not able to determine whether it is from residents or non-residents. Town Administrator Kinmond will be working on this to develop permitting procedures and will advise the staff to use due diligence in policing.

It was noted that the Line 10-111 Office Manager is charged at 33% of her time but the time for the DPW Manager has been removed from this year's budget as it is a comparably few hours. The budget will be further reviewed at the next meeting.

**Account 4240 – Building Inspector**

The Board discussed the hours and level of activity of the Building Inspector office. Town Administrator Kinmond noted it is difficult to project future expenses for this office as there has been an increase in building permit requests, etc.

**Selectman Chase made a motion to approve Account 4240 Building Inspector in the amount of \$31,426 which is a reduction of 2% from last year. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

**Account 4411 – Health Officer**

Selectman Chase noted the budget is identical to the 2017 budget but the actual year-to-date expenses are only about 50%. Town Administrator Kinmond explained reimbursements for water sampling and testing has not gone through yet and further testing will be needed per recent notice from the State of NH.

**Selectman Chase made a motion to approve Account 4411 Health Officer in the amount of \$2,368. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

**Adjourn**

**Selectman Chase made a motion to adjourn. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

The meeting was adjourned at 10:58 a.m.

Respectfully Submitted,

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Jennifer Riel, Recording Secretary