

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Fire Community Room**  
**September 27, 2017, 9:00am**

*DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.*

**Present**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator

**Call to Order**

Chair Swenson called the meeting to order at 9:03am.

Chair Swenson stated the purpose of this meeting is to set guidelines for town departments and the Town Administrator follow in developing their draft budgets for 2018. Chair Swenson briefly explained the budget review, noting it starts with Town Administrator Kinmond, then goes to the Board of Selectmen and the Budget Committee for approval, although budgets may come back to the Board of Selectmen for further review.

**Public Input**

No public present.

**Agenda Review**

No changes were made to the agenda.

**New Business**

**2018 Budget Presentation & Review**

The Board reviewed the tax rates and budgets for prior years including 2015, 2016 and 2017. Chair Swenson explained the calculations and revenues utilized in setting the rate increase for 2017, explaining the sale of tax-deeded properties and taking from the unassigned fund balance, isn't something that can be consistently utilized. Selectman Chase noted there have been many years the Board of Selectmen takes funds from the unassigned fund balances to keep the rates down. Town Administrator Kinmond explained some of the rates presented have not been ratified at this point but will be finalized over the next month. He explained some anticipated increases and decreases in this year's budget due to changes in healthcare, retirement, insurance, department organization, etc. Town Administrator Kinmond gave recommendations with finding additional sources of revenue throughout the departments to help offset increase budget

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expenses as well as taking some lines out of the budget and putting them in to revolving funds. There was discussion of details for the Police Department and Town Administrator Kinmond explained the expense is covered in the budget but reimbursement goes to the general fund, noting generally it's a revenue-generating activity. Town Administrator Kinmond presented a suggestion for raising revenues for the highway department which a \$5 fee added onto vehicle registration as allowed by state RSA and stated many municipalities are starting to utilize this option.

The Board reviewed and discussed the department budget summary from 2013-2017.

The Board reviewed and discussed account 4130. Chair Swenson noted the wages and salary lines are at the current hourly rates, any increases would come from account 4150. It was noted the figures presented are year-to-date, through the third quarter. The Board discussed the figures presented for the budget lines.

Chair Swenson summarized the agreed-upon changes for account 4130: change account 50-330 to the Boodey Farmstead; account 20-341 reduced to \$4500; account 20-550 reduced to \$4600; 20-560 increased; increase finance dues by \$200; 20-580 increased to \$2670 due to move of NHGFOA to 4150 accounts; postage reduced to \$1215; books and periodicals to \$100; other changed to \$3900.

The Board reviewed and discussed account 4140. Stephanie MacKenzie, Town Clerk/Tax Collector joined the meeting to discuss the account with the Board of Selectmen and provided explanations of line items.

Chair Swenson summarized the changes discussed: change line 10-620 to a total of \$960; change line 10-820 to total of \$1,000; change line 30-120 to \$2704; change line 30-690 to \$400.

The Board of Selectmen reviewed and discussed account 4153.

The Board of Selectmen reviewed and discussed account 4196.

The Board of Selectmen reviewed and discussed account 4415.

Chair Swenson stated he doesn't agree philosophically with making taxpayers contribute to charitable institutions. Selectman Doherty stated he believes its important to continue supporting Town charitable agencies. Selectman Chase suggested that due to many communities diminishing efforts in engaging community-based programs, there is a rise in negative behaviors and the lack in funding social services is having an impact on addiction issues.

The Board of Selectmen reviewed and discussed account 4441. Chair Swenson noted this account can fluctuate depending on the needs of the community.

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The Board of Selectmen reviewed and discussed account 4153 assessing. The Board of Selectmen discussed the changes with upgrading software in the future and anticipated expense. Town Administrator Kinmond noted the costs for upgrading and implementing he expects would come from anticipated revenue and the current budget reflects maintaining current system and services. Chair Swenson asked Town Administrator Kinmond to obtain an RFP for the upgrading services/software. **Chair Swenson made a motion to authorize the Town Administrator to prepare a RFP for software services for the town clerk, assessing, tax, finance and building inspection software and to have it reviewed by the Board of Selectmen to send out to viable software package entities to fill the request. Selectman Doherty seconded the motion. Motion passed, 3-0-0.** Town Administrator Kinmond noted he has not found a company that can fill all the needs listed, and the only one he has seen is a cumbersome program to work with.

Review of assessing was postponed until the next meeting.

**Adjourn**

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

**Future Meeting**

October 5, 2017, 8:00am, New Durham Fire Community Room

Respectfully Submitted,

Jennifer Riel, Recording Secretary