

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Community Room**  
**October 5, 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  
Clayton Randall, resident  
Shawn Bernier, Police Chief  
Reginald Meatey, Police Sergeant  
Don Vachon, DPW Manger/Road Agent  
Karen Kehoe, DPW Administrative Assistant

**Call to Order**

Chair Swenson called the meeting to order at 9:00am

**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 line 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 office supplies, mileage and election worker wages were noted.

**Chair Swenson made a motion to approve account line 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 line 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 line 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 confirmed water quality expenses cannot be included in this line. Town Administrator Kinmond 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 would be required to establish an ETF for this expense.

**Chair Swenson made a motion to approve account line 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 was already extensive discussion.

**Selectman Chase made a motion to approve account line 4415, Other Agencies, in the amount of \$7,346. Selectman Doherty seconded the motion. Motion passed, 3-0-**

**1.** Chair Swenson opposed. He stated he isn't opposed to charitable contributions but feels strongly against forced sponsorship on taxpayers. Selectman Chase stated her rational in funding these organizations, 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 line 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. He explained the scenarios suggested by DRA for discontinuation of the account and unanticipated revenues. The Board agreed encumbering the funds, which will help maintain the tax rate and agreed more information is needed from DRA. Town Administrator Kinmond will ask about encumbering the full obligation for the contract. Town Administrator Kinmond noted no changes were indicated by Vision for the software upgrades but he added in a 3% increase.

**Chair Swenson made a motion to approve account line 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**

*New Durham Board of Selectmen Meeting*

*October 5, 2017*

*DRAFT*

Chair Swenson noted this line includes janitorial services, heating and building maintenance. Town Administrator Kinmond noted 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 tax impact. 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 is 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.

**Account 4312 Department of Public Works**

Town Administrator Kinmond 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. Town Administrator Kinmond will 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 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 aren't able to determine whether it's from residents. Town Administrator Kinmond will be working on this to develop permitting procedures, and will advise the staff to use due diligence in policing.

**Account 4240 – Building Inspector**

The Board discussed the hours and busyness of the Building Inspector office. Town Administrator Kinmond noted it is difficult to project future expenses for this office.

*New Durham Board of Selectmen Meeting*

*October 5, 2017*

*DRAFT*

**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.**

**Account 4411 Health Officer**

Selectman Chase noted the budget is identical to the 2107 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 10:58am.

Respectfully Submitted,

Jennifer Riel, Recording Secretary