**NEW DURHAM BOARD OF SELECTMEN**

***Budget Review***

**New Durham Community Room**

**October 12, 2017, 8:00am**

*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

Anita Sousa, Finance Officer

Shawn Bernier, Police Chief

Fred Quimby, Water Quality Committee

Cathy Allyn, Library

Nichole Hunter, Parks and Recreation

Peter Varney, Fire Chief

**Call to Order**

Chair Swenson called the meeting to order at 8:11am.

**MS 434 Revised Estimated Revenues**

The Board reviewed the MS 434 worksheet with new updated revenue projections for FY 2017 to be submitted to New Hampshire Department of Revenue Administration. Chair Swenson noted the revenue projection was revised to $1,174,505. The lines of increases were reviewed and discussed and a handwritten notation added to the recalculation.

**Chair Swenson made a motion to approve the updated MS 434 Revised Estimated Revenues in the amount of $1,189,505. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

Town Administrator Kinmond stated health insurance premium rates were received and he had projected a 15% increase however the new rates came in at 12.84% increase. He noted the adjustments have been made in the budget figures presented and noted he also recalculated the accounts previously approved.

**Chair Swenson made a motion to change account 4130 for Budget Year 2018 from the amount of $206,096 approved on October 5, 2017 to $206,462. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

**Chair Swenson made a motion to change account 4140 for Budget Year 2018 from the amount of $105,350 approved on October 5, 2017 to $107,127. Selectman Doherty seconded the motion. Motion passed, 2-0-0.**

Selectman Chase joined the meeting.

Fred Quimby, Milfoil Committee, presented a request for transfer of funds in order to obtain an appraisal of the fish hatchery. He explained a presentation given by the milfoil contractor at the last milfoil committee meeting, explaining potential causes of milfoil and bacteria problems in the water bodies, mainly the hatcheries. Mr. Quimby explained the costs would be approximately $2500 and there is $25,000 in the milfoil treatment CRF.

**Chair Swenson made a motion to expend up to $2500 coming from the milfoil CRF 4915-10-072 to use for the work described from HDR for review of fish hatchery and other milfoil nutrient source activities. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

**Longevity**

Chair Swenson noted he recalculated the longevity tables and noted there was a slight increase due to overtime. This was reviewed and discussed. Selectman Doherty stated he is concerned with the employees affected, to be sure they understand this is not a negative impact to them. Town Administrator Kinmond concurred.

**Chair Swenson made a motion that effective January 1, 2018, all longevity pay will cease and those who currently receive longevity pay in the equivalent amount per hour will added to their hourly rate, in accordance with the table distributed October 12, 2017.** Motion failed for lack of second.

**Chair Swenson made a motion that effective the first full pay period of January 2018, all longevity pay will cease and those who currently receive longevity pay, the equivalent amount per hour will added to their respective hourly rate, in accordance with the table distributed October 12, 2017. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Budget Presentation and Review**

**Account 4550 – Library**

Cathy Allyn, Library, distributed a narrative summarizing the budget request as presented by the Library Trustees. Town Administrator Kinmond explained the costs handled by the general fund. Ms. Allyn noted the only Library budget only covers the salaries and upgrades. The Board reviewed and discussed the proposed budget.

**Selectman Chase made a motion to approve account 4550, Library, in the amount of $128,076. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

Town Administrator Kinmond stated that in regards to the CIP Report, some changes were made prior to the Planning Board’s acceptance. Town Administrator Kinmond stated he has discussed these with the relevant department heads and gave his recommendations regarding the fifth police cruiser which is to have a semi-retired fleet vehicle as the fifth cruiser.

**Account - Parks and Recreation Commission**

Nichole Hunter, Parks and Recreation Commission Director, gave a summary of the proposed budget. She explained the items added include expenses for expanding programs with New Durham Day and Senior Holiday Celebration. It was noted the contracted mowing costs for the fields have increased and there was extensive discussion regarding contracting versus owning equipment. Chair Swenson stated he would like further details on this line.

**Account 4220– Fire Department**

Peter Varney, Fire Chief, gave a summary of the proposed budget. This was reviewed and discussed. The increases in various lines were explained. Chair Swenson questioned the line for the command car as it was already replaced this year. He stated he would also like to see justification and reduction for the salary line. It was noted EPI pens are no longer provided at no cost so that line was added this year. The new ambulance will be delivered and upfitted next week.

**Account 4290 – Emergency Management**

The proposed budget was reviewed. The date of the most recent hazard mitigation and emergency plan was discussed and Town Administrator Kinmond will research the files for verification. Mr. Varney suggested they need to have a dedicated emergency management director. The Board agreed further research and discussion is needed.

**Account 4291 – Forestry**

It was noted there is a $49 increase over last year’s budget.

**Chair Swenson made a motion to approve account 4291, Forestry for the 2018 budget in the amount of $13,538. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

**Health Insurance**

Town Administrator Kinmond explained the rate increase, noting this is a problem many municipalities are dealing with. He also explained the opportunities the plan allows for employees to help in cost savings.

**Chair Swenson made a motion to approve 12.8% rate increase from the new health rate Interlocal Trust for healthcare insurance for the New Durham employees and authorize the chair of the board to sign on behalf of the Board of Selectmen. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

**Adjourn**

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

The meeting was adjourned at 11:00am.

Respectfully Submitted,

Jennifer Riel, Recording Secretary