

NEW DURHAM BOARD OF SELECTMEN

Budget Review

New Durham Community Room

October 19, 2017, 8:00 a.m.

Final Approved 11-27-17

Present

Chair David Swenson
Selectman Cecile Chase
Selectman Rod Doherty

Also Present:

Scott Kinmond, Town Administrator
Ronald Uyeno, resident
Scott Weeden, resident

Call to Order

Chair Swenson called the meeting to order at 8:00 a.m.

Town Administrator's Report

Town Administrator Kinmond stated the Employee Luncheon is scheduled for Monday, October 23, 2017 at Johnson's Restaurant.

New Business

Budget Review

Account 4130 – Administration

Town Administrator Kinmond stated he is recommending that the 10 hours which is in the Executive Office line to support administration be removed and moved to the 4150 Financial Administration as there is a recommendation the position be moved to a full time position. TA Kinmond advised this will change the bottom line to the 4130 budget and require action if the Board supports this recommendation.

Chair Swenson made a motion to rescind the prior action on Account 4130,

Administration, and approve \$204,367 as the approved 2018 budget amount.

Selectman Doherty seconded the motion. After discussion it was determined this is an incorrect calculation. Chair Swenson rescinded his motion. Selectman Doherty rescinded his second of the motion.

Chair Swenson made a motion to rescind the prior action on Account 4130,

Administration, and approve \$203,777 as the approved budget amount. Selectman

Chase seconded the motion. Motion passed 3-0-0.

It was noted that this amount currently includes both Ethics and Boodey Farmstead budgets which have not yet been reviewed or approved, and, therefore is subject to additional changes.

Account 4140 – Elections & Registrations

Town Administrator Kinmond stated a miscalculation was found for the previously approved account 4140 on the insurance line; there was also a miscalculation on the salary line.

Chair Swenson made a motion to rescind the prior action on Account 4140 and approve the 2018 budget amount of \$107,852. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Account 4312 – Highway and Streets

Town Administrator Kinmond explained the changes with the elimination of longevity pay and rolled into employees' wages. He stated there has been no success in filling the position for grounds maintenance and suggested removing 1,000 hours on the part time wages. Services would be covered under contracted services. The reductions and increases were discussed as well as costs of equipment and paying existing employees to cover the duties that need to be done. Town Administrator Kinmond explained the \$25,000 for contracted services would come from various budgets. The lines were reviewed for further changes.

Selectman Chase made a motion to approve Account 4312 Highway and Streets for the 2018 budget in the amount of \$853,360. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Account 4520 – Parks and Recreation

Town Administrator Kinmond explained the costs to have all the mowing, trimming, and fertilizing for the fields contracted. He explained the process of using organic treatments which would only be done at the end of the season and would increase the fertilization budget. The board reviewed the budget lines.

Chair Swenson made a motion to approve Account 4520, Parks and Recreation in the amount of \$70,862 subject to appropriate line item identification for the Programming line. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Account 4550 – Library

Town Administrator Kinmond explained there were changes with the contract mowing line of the account. Selectman Chase stated she understands the Trustees having control over the expenses for library operations but is concerned about decisions regarding the building and grounds as it is Town property. Chair Swenson suggested having a meeting with the trustees to discuss some guidelines and parameters for the building and grounds.

Chair Swenson made a motion to rescind the prior action on Account 4550, Library and approve the 2018 budget amount of \$128,626. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Account 4324 – Solid Waste Facility

The board reviewed the account lines, as the budget had been modified to convert the longevity into regular wages and respective benefit lines.

Selectman Chase made a motion to approve Account 4324, Solid Waste Facility, in the amount of \$243,388. Selectman Doherty seconded the motion. Motion, passed 3-0-0.

Account 4290 – Emergency Management

Town Administrator Kinmond stated the Emergency Management plan was last done in 2013 and the next would be due in 2018. He explained there is a company in Whitefield that assists communities in rewriting plans, noting there may be grants available for financial assistance for those costs; he also stated the Strafford Regional Planning Commission may be available for assistance. Town Administrator Kinmond clarified the cost of rewriting the plan is not included in the proposed budget as more research needs to be done.

Chair Swenson made a motion to approve Account 4290, Emergency Management, in the amount of \$1,052. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Account 4220 – Fire Department

Town Administrator Kinmond stated no significant changes were made but additional details were provided in the narrative regarding wages and hours of holiday coverage periods. The use of and dependency on mutual aid was discussed. Chair Swenson stated he doesn't agree with the budget as currently presented and suggested line 10-115 be reduced to \$4,000, line 10-660 reduced to \$15,000 and line 20-190 reduced to \$70,000. Selectman Chase noted she wants to be sure to fund the catastrophic equipment line. The majority of the board would like more information before approving the budget and Selectman Doherty asked to have Fire Chief Varney present for questions.

Account 4210 – Police Department

Town Administrator Kinmond noted the reduction of health insurance costs is reflected in the budget lines. Selectman Doherty asked if this includes the proposal by Police Chief Bernier to bring back the K9 unit. It was noted that the budget request amount would be the same whether there is a K9 unit or not. Chair Swenson noted it is basically a question of utilization of time. He also stated that should there be a K9 unit it would essentially be equivalent to having a part time Police Chief due to the time required to maintain certifications, etc. Town Administrator Kinmond noted other budget reductions totaling about \$2,500 were made and these were reviewed. The Board discussed the K9 program. Chair Swenson stated the K9 is a cost of over \$12,000. Selectman Chase noted it is a popular program and offers good public relations and suggested if the community could

fund raise to support the program. Town Administrator Kinmond stated he has had many calls supportive of continuing the program as well as offers for fundraising but that doesn't help the "loss" of wages cost to the Town.

Selectman Chase made a motion to approve Account 4210, Police Department in the amount of \$575,023. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Selectman Chase stated she would like to try and get public input on the K9 program and the difficulty of giving this type of program a value was discussed.

Chair Swenson made a motion to decline the opportunity to include the K9 program in the 2018 budget as the \$12,000 could be spent more directly towards police administrative activities. Selectman Chase seconded the motion for discussion.

Discussion: Chair Swenson reiterated he is opposed due to the financial cost and utilization of Police Chief hours. Town Administrator Kinmond stated Police Chief Bernier offered to present more information on the K9 program if need be. Chair Swenson replied there was opportunity for input at the two prior budget sessions. Selectman Chase stated she would like to allow Police Chief Bernier the opportunity to present information that may be beneficial in discussing this issue. Chair Swenson made a motion table the decision on the K9 unit until a later date. Selectman Chase seconded the table motion. Motion passed 3-0-0. **The vote for the original motion was tabled pending additional information from Police Chief Bernier.**

Account 4150 – Finance

Chair Swenson stated he has had several issues over the last few years with regards to responsiveness to requests and timeliness of financial reports. He stated he doesn't feel the Board and others are getting what is needed and suggested it is time for a full time finance person and reduced contract time. Town Administrator Kinmond explained the tasks a full time finance employee would oversee, noting the general trend in other communities is moving towards employing full time bookkeepers. He suggested moving away from contracted finance services. There was further discussion of the options for covering the finance duties.

Chair Swenson made a motion to approve Account 4150, Finance, in the amount of \$116,437. Selectman Doherty seconded the motion. Motion passed 3-0-0.

Account 4194- General Government Buildings

Chair Swenson made a motion to approve Account 4194, General Government Buildings in the amount of \$26,724. Selectman Chase seconded the motion. Motion passed 3-0-0.

4155 – Personnel Administration

Chair Swenson stated he has been looking at the overall wage issues and developing a plan. He noted that a 2 – 2.5% increase is the projected national average for wage increases in 2018.

Chair Swenson made a motion to approve Account 4155, Personnel Administration, in the amount of \$37,081. Selectman Chase seconded the motion. Motion passed 3-0-0.

Future Meeting

Town Administrator Kinmond stated the Boodey Farmstead Committee and 1772 Meetinghouse Committee are both able to have representation to meet with the Board of Selectmen at the meeting of November 13 at 6:00 p.m.

Approval of Minutes

Postponed until October 23, 2017.

Request for Non-Public Session

Postponed until October 23, 2017.

Adjourn

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

The meeting was adjourned at 11:55am.

Respectfully Submitted,

Jennifer Riel, Recording Secretary