

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Community Room  
October 4, 2018, 8:00 a.m.**

**Final Approved 10-17-18**

**Present:**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Dorothy Veisel

**Also Present:**

Scott Kinmond, Town Administrator  
Cathy Orlowicz, Chair of the Zachariah Boodey Farmstead Committee  
David Stuart, Forest Fire Warden  
Chief Shawn Bernier, Police Chief

**Call to Order**

Chair Swenson called the meeting to order at 8:04 a.m.

**2019 Budget Review**

**Account 4589 – Other Cultural / Recreation**

Chair Swenson stated the 2018 budget amount for this account was \$5,000; the requested 2019 budget amount is \$9,826. He stated that is a significant increase from last year and the major increased amounts are in the Boodey Farmstead Lines 50-330 Install and 50-551 Advertising. Ms. Orlowicz gave an overview of the activities of the committee over the last year noting their biggest project was fundraising, dismantling, and moving a barn. She noted a contract was awarded for the septic design; they are also looking for engineering services for the site plan. It was noted the Capstone Project was also completed but another may be started in the future. Ms. Orlowicz stated the committee is planning to start sending out newsletters to the many volunteers and supporters of the project. The Board reviewed and discussed the account lines. Chair Swenson indicated that he felt the advertising line may be too high. Selectman Chase suggested reducing Line 50-551 Advertising from \$2,625 to \$2,125 making the total for Account 4589 \$9,326.

**Selectman Chase made a motion to approve Account 4589 Other Cultural / Recreation for the 2019 Budget in the amount of \$9,326. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Account 4291 – Forestry**

Chair Swenson stated the 2018 budget amount for this account was \$13,538; the requested 2019 budget amount is \$14,266. The Board reviewed and discussed the account. It was noted the increase is mainly due to FICA as well as an application for grants with the State of NH. The Board felt that Line 10-630 which includes the amount

that would come from a Town CRF be reduced from \$2,977 to \$1,643 making the Account 4291 of \$12,932.

**Selectman Chase made a motion to approve Account 4291 Forestry in the amount of \$12,932. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Account 4210 – Police Department**

Chair Swenson stated the 2018 budget amount for this account was \$583,868; the requested 2019 budget amount is \$577,226. The Board reviewed and discussed the account. Police Chief Bernier explained some of the changes in personnel as well as necessary upgrades for computers. Reductions in this account come mainly from 95-230 Retirement and 95-210 Health Insurance.

**Selectman Chase made a motion to approve Account 4210 Police Department in the amount of \$577,226. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Account 4220 – Fire Department**

Due to a scheduling conflict Chief Varney was unable to attend. Chair Swenson stated the 2018 budget amount for this account was \$224,863; the requested 2019 budget amount is \$238,739. The Board noted that the major increases include Lines 10-115 Secretarial (\$3K), 10-660 Vehicle Maintenance (\$5K), and 20-190 Compensation (\$7K). Town Administrator Kinmond gave an overview of the department's staffing level as well as the current equipment and vehicles.

**Selectman Chase made a motion to approve Account 4220 Fire Department for the 2019 Budget in the amount of \$238,739. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Account 4290 – Emergency Management**

Chair Swenson stated the 2018 budget amount for this account was \$1,052; the requested 2019 budget amount is \$1,052. Town Administrator Kinmond explained the current Emergency Plan was discussed with the State and it is in the new plan format.

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

**Account 4155 – Personnel Administration**

Chair Swenson stated the 2018 budget amount for this account was \$37,081; the requested 2019 budget amount is \$32,931. It was noted the reduction was due to adjustments in raises. The Board reviewed and discussed the account.

**Selectman Chase made a motion to approve Account 4155 Personnel Administration in the amount of \$32,931. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Account 4415 – Other Agencies**

Chair Swenson noted this was postponed from a previous meeting for additional information. Town Administrator Kinmond replied an additional request was received regarding the homeless shelter. The Board reviewed and discussed the account.

**Chair Swenson made a motion to approve Account 4415 Other Agencies in the amount of \$7,546 for the 2019 Budget with the understanding that on the revenue side those funds would come from identified trusts: \$1,846 for VNA; \$2,000 for CAP; \$500 for Homemakers of Strafford County; \$1,500 for Kingswood Youth Center; \$500 for Havens; \$1,200 for Meals on Wheels. Selectman Veisel seconded the motion. Motion passed 3-0-0.**

**Other**

Town Administrator Kinmond noted he met with the Building Inspector to discuss recommended changes within the office and potential increase in various building related fees but Mr. Abbott was unable to attend this meeting to present additional information. This will be covered in a future meeting.

**Human Resource Policy Review**

Chair Swenson stated he made the majority of edits suggested by Legal Counsel noting there may be still a few that need further clarification. The Board will review and discuss the edits at a future meeting.

**Future Meetings**

October 17, 2018, 6:00 p.m. New Durham Town Hall

**Adjourn**

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

The meeting was adjourned at 9:41 a.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary