

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
October 22, 2018, 6:00 p.m.**

Final Approved 11-12-18

Present:

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present:

Scott Kinmond, Town Administrator
David Bickford, Resident
Cathy Orlowicz, Resident

Call to Order

Chair Swenson called the meeting to order at 6:01 p.m.

Public Input

David Bickford, resident, stated there is a problem with trash on the roadsides. There was discussion of volunteer opportunities as well as how frequently organization clean up days on various roads and neighborhoods are worked. Mr. Bickford stated he also asked the status of the plow being painted at the Solid Waste facility noting many other communities have done so. Mr. Bickford also questioned the Board's intentions in regards to part time and full time staff within the Highway Department. Chair Swenson replied there have been various comments in regards to operational aspects of the department on this subject and suggested Mr. Bickford review some of these past discussions. Mr. Bickford asked if all departments are fully staffed and if not what is the status. Chair Swenson replied there generally are openings throughout the year due to retirements, etc. and the staffing levels may change at any time but at the current time all departments are staffed with some occasional vacancies due to retirement, etc. Mr. Bickford questioned when the perambulation of Town lines will be done as required by state law. Selectman Chase replied she offered to do that with Middleton Selectmen but no response has been received from them.

Agenda Review

Chair Swenson postponed the Boodey Farmstead contract until later in the meeting.

Chair Swenson changed the order of the 2019 Budget Review as had been printed in the agenda and began with the Anticipated Revenues Account.

2019 Budget Review

2019 Anticipated Revenues

The Board reviewed and discussed the lines of Anticipated Revenues. Chair Swenson presented his initial draft of revenues and explained the amounts were mostly kept level from 2018. He

noted the timber tax yield was significantly increased due to the Birch Hill area as the revenue from 2018 is already significantly higher than the budgeted amount of last year. It is anticipated that logging will continue planned until June 2019. He noted there are no actual year-to-date data past August at this point. It was noted that licenses and permits was increased by DRA for 2018 following their review. Chair Swenson indicated that a slight increase in Meals / Room tax revenue is shown and the economy remains strong. Selectman Chase noted there was an increase in the tourism revenues but suggested that may down turn in the coming year. Town Administrator Kinmond explained and summarized the FY 2018 to 2019 disbursements of the Highway Block Grants and how it is reflected in the anticipated revenues due to a variance in fiscal year dates. Selectman Chase asked where the recent decision to auction tax-deeded properties is reflected. It was agreed to reduce the amount anticipated in this line. Chair Swenson explained remaining lines after 3915 (CRF/ETF related) can be discussed later with those associated accounts.

Selectman Chase made a motion to approve revenue budget lines 3110-01 through lines 3509 at \$1,115,755. Selectman Veisel seconded the motion. Motion passed 3-0-0.

CRF / ETF Accounts

The Board reviewed the CIP Report. Selectman Chase reiterated the purpose of the Capital Improvement Planning Committee is to look at the capital projects which are requested by Department Heads and committees as necessary new projects or purchases / replacements of equipment for the Town. The committee then rates the projects, followed with recommendations made to the Planning Board. Chair Swenson distributed a spreadsheet he developed summarizing the CIP recommendations along with the requests of departments and committees and the costs and funding. It was also noted there is a tax rate impact comparison. The Board began review and discussed the summary.

Account – Highway Trucks CRF

Selectman Chase outlined the recommendations by the CIP regarding the Highway Truck and the Board discussed the recommendation and options with funding for 2019. TA Kinmond asked the Board that at a minimum to add \$70,000 to the fund so as to have enough funding to purchase a mid-size dump truck with plow and spreader at a cost of \$90-95K. The CRF should have a balance of \$25-27K after 2018's truck purchase. TA Kinmond also indicated that the 2004 truck is due for replacement but currently is the best truck of the fleet due to the others having emissions issues. TA Kinmond also advised that with the addition of the 10-wheel truck the department may look at changing some of the fleet by downsizing the size of the other vehicles.

The Board agreed by consensus to budget \$70,000 to the Highway Trucks CRF and will await for further input regarding the fleet on the next vehicle to be purchased. As part of the consensus it was agreed that \$90,000 may be a budgeted expenditure from the CRF for a new vehicle.

Account – Meetinghouse CRF

The Board reviewed the amount requested by the 1772 Meetinghouse Committee. The recommendation of the CIP was more than the amount requested by the Committee. Selectman

Chase explained there are issues which need to be addressed to secure the shell and prevent further deterioration. The Town needs to decide which direction it is going to go with this piece of Town-owned property. She recommended a Warrant Article may be needed and the CIP considered this in their review and recommendation. Chair Swenson concurred that this may be a reason to place a separate Warrant Article for next March vote to have the Town determine their interest in further expenditures to this structure. TA Kinmond stated that the estimated amount he has been provided is \$150,000 to secure the structure and put a new roof on. Mr. Bickford noted a report was done a couple of years ago which outlined what would be needed to secure the property.

The Board discussed the budget request for the Meetinghouse and it was agreed by consensus a separate Warrant Article would be developed for this project along with budgeted funding of \$50,000 to go into the Meetinghouse CRF and an expected expenditure in 2019 of \$60,000 be budgeted. Should the Select Board officially concur on this approach the Warrant Article would be developed in January 2019 when all Warrant Articles are prepared by the Select Board.

Account – SWF Equipment CRF

The Board reviewed the budget request of the Solid Waste Facility with the addition of a loader and scale. It was noted this department is one which has potential to increase its revenue. Selectman Chase read the CIP's recommendation which outlines the offsetting costs of trucking and disposal with the costs of the scales. The Board discussed the recommendations and calculations used to determine the revenues and costs. Chair Swenson stated he is not in favor of moving forward with the scale project this year as it does not have an acceptable return on investment (ROI); the Board concurred better management practices are needed for this department to improve the revenue stream.

The Board concurred to budget the scale and hold off on the loader and agreed by consensus to budget \$60,000 in the CRF for SW Facility Equipment with an expected expenditure budget of \$60,000 for the scale.

Account – RSMS Road Projects

The Board reviewed the budget request for the 2019 Road Projects. Selectman Chase reviewed the CIP recommendations which outlined the Highway Block grant funds as well as the necessary road projects. It was noted the process for culvert work has already started this year via engineering and it is thought that actual repairs may begin in 2018 thus requiring encumbering of the necessary funds for the project to finish in 2019. Town Administrator Kinmond explained the funds already appropriated noting contracts must be in place before funds are encumbered.

The Board concurred to discuss this further at the next budget review time.

Zachariah Boodey Farmstead Site Plan Engineering Contract

The Board reviewed the contract for the engineering work to be done for the Zachariah Boodey Farmstead. Ms. Orlowicz noted the test pits would be dug at no cost to the Town by Iron Will and confirmed the lighting design is included.

Chair Swenson made a motion to approve the agreement with Norway Plains Associates, pending legal review of the terms as discussed, in the amount of \$9,000. Selectman Veisel seconded the motion.

Selectman Chase made an amendment to the motion that the funds to come from the Boodey Farmstead fund account. Chair Swenson seconded the amendment. Amendment passed 3-0-0.

Amended motion passed 3-0-0.

Account – Highway Equipment CRF

Selectman Chase reviewed the CIP report regarding the equipment replacement recommendations for the Highway Department. Selectman Chase reviewed the CIP recommendation which is the replacement of the 12-year-old backhoe and the purchase of a used 20-ton trailer.

The Board reviewed and discussed the recommendations and by consensus agreed to budget \$31,520 in the Highway Equipment CRF and to support the purchase of a new backhoe and used equipment trailer with an expenditure budget of \$140,000 in 2019 for the backhoe and trailer.

Account – Fire Vehicles CRF

Selectman Chase reviewed the CIP report regarding the Fire Vehicle replacement recommendations for the Fire Department. Selectman Chase reviewed the CIP recommendation which is the replacement of the Engine 1. Chair Swenson asked TA Kinmond whether replacement was really necessary in 2019. TA Kinmond commented that Fire Chief Varney would likely defer the purchase but that the department is considering an alternative replacement with a mid-size rapid response attack pumper.

The Board reviewed and discussed the recommendations and by consensus felt the fund will support a future purchase of a new attack pumper and that no additional funds should be budgeted to add to or expend from the CRF at this time for 2019.

Account – Fire Ancillary Equipment

The Board reviewed the request for CRF funding for future purchases within the schedule.

The Board by consensus supported the requests for the Fire Ancillary Equipment CRF to be budgeted at \$2,500 but no 2019 expenditures are budgeted at this time.

Account – Dry Hydrants

The Board reviewed the request for funds to be added to the Dry Hydrant CRF. TA Kinmond stated that the Fire Department will be working to replace the Dry Hydrant at Downing Pond-Main Str. Bridge this year and they have plans for another Dry Hydrant in the Kings Highway area.

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The Board by consensus agreed to the request of \$2,000 to be budgeted to the Dry Hydrant CRF with no 2019 expenditures budgeted at this time.

Account Library Technology CRF

The Board reviewed and discussed the budget requests for the Town's Library Technology CRF.

The Board by consensus agreed to the recommendation of \$500 to be budgeted to the Library Technology CRF with no 2019 expenditures budgeted at this time.

Account – Milfoil CRF

The Board reviewed the budget request for the milfoil / cyanobacteria account. It was noted there was an increase cost in milfoil chemical treatment in 2019 along with weed pulling and water testing. Selectman Chase provided an overview of the CIP report for Milfoil and Water Quality. TA Kinmond reported that there is also a capital request for additional funds to work on areas identified within the Watershed Management Plan (\$20,000.)

The Board by consensus agreed to the recommendation of \$20,000 be budgeted to the Milfoil CRF and that there will be budgeted expenditures for in 2019 of \$22,500.

Account – Police Cruiser CRF

The Board reviewed the budget request for the police cruiser along with the CIP recommendations regarding the replacement schedule.

The Board discussed the contribution and replacement schedule and by consensus agreed with the recommendation to budget \$24,000 to the Police Cruiser CRF but no anticipated expenditures budgeted for 2019 at this time.

Future Meetings

November 8, 2018, 6:00 p.m., New Durham Town Hall
November 12, 2018, 6:00 p.m., New Durham Town Hall

Chair Swenson made a motion to enter nonpublic session pursuant to RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee; (b) – the hiring of any person as a public employee; (c)- matter which, if discussed in public would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye.

The Board entered nonpublic session at 8:57 p.m.

The Board reentered public session at 9:20 p.m.

Chair Swenson made a motion to seal the nonpublic meeting minutes because it is determined that divulgence of this information would likely affect the reputation of any other person other

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than a member of the Board. The motion was seconded by Selectman Veisel. Motion passed 3-0-0.

Adjourn

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

The meeting was adjourned at 9:21 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary
And
Scott Kinmond, Town Administrator