

**NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
September 30, 2019, 6:00 p.m.**

Final Approved 10-16-19

Present

Chair David Swenson
Selectman Cecile Chase
Selectman Dorothy Veisel

Also Present

Scott Kinmond, Town Administrator
Anina Soucy, Finance Manager
Celeste Chasse, Parks and Recreation Director
Cathy Orlowicz, Resident / Chair Boodey Farmstead Committee
Fred Quimby, Resident / New Durham Water Quality Committee
Tatiana Cicuto, Resident / Boodey Farmstead Committee
Ron Uyeno, Resident
Bob Bickford, Resident / 1772 Meetinghouse Committee
Richard Leonard, Resident / Library Trustee
Cathy Allyn, Resident / Town Librarian
Sherry Cullimore, Resident / Boodey Farmstead Committee

Call to Order

Chair Swenson called the meeting to order at 6:00 p.m.

Appointments/Announcements

None.

Agenda Review

No changes were made to the agenda.

Public Input

None.

New Business

2020 Budget Review

Account 4520 Parks and Recreation

Celeste Chasse, Parks and Recreation Director, stated she is just getting started in the position but she has gone over the budget request with Town Administrator Kinmond. Town Administrator Kinmond explained the areas of increase including contracted services for fertilization of the fields; he noted the other area of change was in the phone line but changes are going to be made to the network so it was reduced. There is also an

increase in the ball-field facility maintenance. Town Administrator Kinmond stated the cell phone stipend was also changed to \$600 but the information presented is incorrect. Chair Swenson suggested a reduction for the office supplies line, noting the year-to-date is only about half of last year's budget. He also suggested moving the computer line to the ETF. Selectman Chase asked if the budget process has been explained to the commission members to avoid any last minute requests. Ms. Chasse indicated that she felt all Parks / Rec needs have been addressed and would not expect any citizen petitions on this. She also explained she has also developed a fundraising group to help fund projects that townspeople want.

Ron Uyeno, resident, asked how funds raised through fundraising are expended. Selectman Veisel explained they are raised for a specific purpose and then expended accordingly.

Chair Swenson stated the 2019 Budget was \$70,901; the 2020 requested Budget is \$73,021 but the computer will be moved out of line 620 and the phone line adjusted for a total budget of \$72,021.

Chair Swenson made a motion to approve Account 4520 Parks and Recreation for the 2020 Budget in the amount of \$72,021. Selectman Chase seconded the motion. Motion passed 3-0-0.

Account 4199 Water Quality

Chair Swenson stated the 2019 Budget was \$9,601; the 2020 requested Budget is \$9,601. He explained there are other things in the budget including the repeater lease; the dam monitoring and water quality testing.

Fred Quimby, Chair Water Quality Committee, stated the budget requested was larger as they are initiating a new program for the remediation of erosion sites along the roadways and to do that they would need to apply for federal funds in the range of \$120,000, and the town would be obligated to match about \$65,000. He stated the grant was submitted and under review and will know the outcome in about a month. Chair Swenson clarified he is referring to the cyano-bacteria account and related CRF requests for that as the amount showing requested is only \$9,601. Town Administrator Kinmond explained milfoil is also out of CRFs.

Selectman Veisel made a motion to approve Account 4199 Water Quality for the 2020 Budget in the amount of \$9,601. Selectman Chase seconded the motion. Motion passed 3-0-0.

Account 4589 Boodey Farmstead/1772 Meeting House

Chair Swenson stated the 2019 Budget was \$7,626; the 2020 requested Budget is \$13,451.

Cathy Orlowicz, Boodey Farmstead, explained they are seeking an increase for line item 330 Contract Services for engineering of the next stage and construction drawings. She

stated they had an assessment done over the summer and are ready to go forward with the engineering. They were advised to budget approximately \$20,000 and it would include construction drawings, a 3D model, scaled and detailed drawings, and the services of an architect. Ms. Orlowicz explained the committee would match \$10,000 from the Boodey Fund with the \$10,000 operating budget being requested. She explained the project funding from the last few years, including operating funds and those received from Town Meeting was a total of \$20,928. Chair Swenson stated a jump like this in any account is going to raise questions and would like to see a \$3,000 – \$4,000 reduction in line 330. Selectman Chase suggested getting other opinions and researching in-kind services and possible reduced rates for a community project. Ms. Orlowicz stated they won't know until they get to the step of an RFP and have started moving forward. Chair Swenson asked what the current balance for money raised for Boodey Farmstead was and Orlowicz stated \$13,491.

Chair Swenson stated the 1772 Meeting House 2019 budget was \$1,600 and the 2020 budget is \$1,950.

Bob Bickford, 1772 Meetinghouse Committee, explained the proposed projects for next year as well as some repairs that came up over the past year. Selectman Chase asked if the grounds and maintenance line would be sufficient to address the issues that came up. Mr. Bickford replied the issues have already been addressed with other funds but more will likely come up again next year.

Chair Swenson summarized that the Boodey Farmstead amount requested for Account 330 was reduced by \$2,500 for a total of the Account 4589 of \$10,951.

Selectman Chase made a motion to approve Account 4589 Other Culture & Recreation for the 2020 Budget in the amount of \$10,951. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Account 4195 – Cemeteries

Chair Swenson stated the 2019 Budget was \$2,990; the 2020 requested Budget is \$3,490. The primary difference is in an increase in cemeteries supplies in the amount of \$500. Town Administrator Kinmond explained this is for materials used by the DPW in digging graves.

Selectman Chase made a motion to approve Account 4195 Cemeteries for the 2020 Budget in the amount of \$3,490. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Account 4194 – General Government Buildings

Town Administrator Kinmond explained the difference is in janitorial services, with the prices going up for the deep cleaning items such as carpets and windows. Chair Swenson questioned why the increase was nearly 50%. Town Administrator Kinmond explained the actual costs were more than budgeted last year. The Board reviewed the janitorial services contract. They also reviewed the summary of pricing for heating oil.

Selectman Chase made a motion to approve Account 4194 General Government Buildings for the 2020 Budget in the amount of \$28,938. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Account 4550 – Library

Chair Swenson stated the 2019 Budget was \$129,756; the 2020 requested Budget is \$133,482.

Richard Leonard, Library Trustee, gave an overview of the increases reflected noting salaries were not increased. The Board and Mr. Leonard reviewed the 2020 Library budget to assure alignment on each line item.

Selectman Chase made a motion to approve Account 4550 Library for the 2020 Budget in the amount of \$133,547. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Account 4155 – Personnel Administration

Chair Swenson stated the 2019 Budget was \$32,931; the 2020 requested Budget is \$35,210. He noted the significant difference is in health insurance line and suggested reducing that line by an even \$1,600.

Selectman Chase made a motion to approve Account 4155 Personnel Administration for the 2020 Budget in the amount of \$33,865. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Account 4415 – Other Agencies

Chair Swenson stated the 2019 Budget was \$7,546; the 2020 requested Budget is \$15,720. Chair Swenson noted it is nearly double and, in his opinion, unreasonable. Town Administrator Kinmond explained there were new requests from Homemakers' Health Services / Easter Seals, etc. Selectman Chase explained these organizations provide services to residents of New Durham, including medical care, meals on wheels, heating fuel assistance, youth services, etc. Chair Swenson asked where they draw the line for having taxpayers fund organizations already funded by other government sources. The Board agreed to review and discuss further at the next meeting.

Ron Uyeno, resident, stated during the budget review process last year the Board showed a rolling number of the overall budget and asked if they would have that again. Chair Swenson replied they will be putting that together now that a majority of the accounts have been reviewed and it should be projected for the next meeting.

Next Meeting

October 8, 2019, 8:00 a.m., New Durham Community Room – Budget Review
October 16, 2019, 6:00 p.m., New Durham Community Room

Approval of Minutes

Meeting of September 23, 2019- Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Selectman Chase seconded the motion. Motion passed 3-0-0.**

Chair Swenson made a motion to enter into 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. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson – aye.

The Board entered nonpublic session at 8:02 p.m.

The Board returned to public session at 9:19 p.m.

Chair Swenson made a motion to seal the nonpublic meeting minutes of September 30, 2019 for reasons that it may adversely affect one other than the Board. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to approve the Highway Supervisor job description as amended on September 30, 2019. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson stated they did a compensation study a few years ago and the Board has put a 2% CPI factor to the quartile ranges. The Board reviewed this at the last meeting. He stated that as commented at that time, and per the compensation policy, positions may have exceptions due to external market conditions, etc. Chair Swenson stated at that time they solidified that part of the compensation policy for the Town is to have positions within the mid first to mid second quartile. In other actions at the last Board of Selectmen with regards to the Department of Public Works, DPW jobs which were restructured to fit the Town's needs and fit the skill sets and training of the employees. He stated that at the last Board of Selectmen meeting they addressed the Light Equipment Operator and Heavy Equipment Operator and asked Town Administrator Kinmond to develop a worksheet for other changes they want to make in the DPW. These were reviewed by the Board.

Chair Swenson made a motion to implement the adjustment increases according to the restructuring of the DPW jobs already approved and according to the spreadsheet the Town Administrator has provided at the September 30, 2019 Board of Selectmen meeting and those changes effective for the October 7, 2019 pay period. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson stated they also voted on the Highway Supervisor job description and confirmed with the Board that they were ready to take action. The Board concurred.

Chair Swenson made a motion to promote David Bennett to Highway Supervisor effective the October 7, 2019 pay period. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson stated that for him personally, this is a satisfying action given the work within the Department and to recognize personal and career growth with an employee that has been with the Town for several years and has responded to various performance improvement opportunities.

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

The meeting was adjourned at 9:29 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary