

**NEW DURHAM BOARD OF SELECTMEN
New Durham Community Room
October 8, 2019, 8:00 a.m.**

Final Approved 11-04-19

Present

Chair David Swenson
Selectman Cecile Chase – Excused Absence
Selectman Dorothy Veisel

Also Present

Scott Kinmond, Town Administrator
Anina Soucy, Finance Manager
Shawn Bernier, Police Chief
Peter Varney, Fire Chief
Neal Burns, Lt. Fire Department
David Stuart, Dep. Fire Chief & Forest Fire Warden
Don Vachon, DPW Manager/Road Agent
David Bennett, Highway Supervisor
Josh Johansen, Solid Waste Supervisor

Call to Order

Chair Swenson called the meeting to order at 8:02 a.m. Chair Swenson stated the primary purpose of this meeting is to finish the review of the operating budget noting the ETF and CRF accounts will be reviewed later in October. He stated there is a joint meeting with the Budget Committee scheduled for October 23, 2019, 7:00 p.m. where they will discuss a general overview ETF's and CRF's.

Public Input

None.

Agenda Review

Town Administrator Kinmond added a purchase order from the Department of Public Works.

New Business

2020 Budget Review

Account 4210 – Police

Chair Swenson stated the 2019 Budget was \$577,226; the 2020 requested Budget is \$592,253, which is about a 2.6% increase.

Police Chief Bernier gave an overview of the 2020 requested budget and stated it includes a Chief and four full time officers. It also has a line for training to send a part time officer to the police academy which would start in January and end in March. He

noted the Line 80-320 Court Prosecution was reduced by \$3,500 due to negotiations with the county after seeing what other communities were paying. Police Chief Bernier stated he also reduced other lines including ammunition and uniforms explaining he has to send officers to some training which is not covered at the academy and doesn't want to reduce the training line further. Chair Swenson noted the wage increases were approved in the 2019 and included in this budget. He noted line 10-635 Gasoline where the year-to-date is not quite half expended and asked if that line could be reduced. Town Administrator Kinmond confirmed that is through August and explained they generally forecast a little on the higher side due to market fluctuations. Ms. Soucy noted the auditors also made an adjustment to this line but will need to get further explanation on that. Chair Swenson asked to compare the 2018 actual budget. Town Administrator Kinmond noted it is was the same. Chair Swenson suggested a \$2,000 reduction on this line. Police Chief Bernier noted the 2013 Ford Interceptor cruiser is scheduled for replacement and he priced out as a replacement a AWD Durango at the state bid price of \$28,995 with the additional equipment at \$12,500. This would be under the CRF discussion later in the month.

Chair Swenson made a motion to approve Account 4210 Police Department for the 2020 Budget in the amount of \$590,253. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Account 4220 – Fire

Chair Swenson stated the 2019 Budget was \$238,739; the 2020 requested Budget is \$252,235 or about a 5.6% increase but there was an error and should be \$253,235. He stated he doesn't have any backup detail to the maintenance lines. Town Administrator Kinmond noted the only information is in the descriptions. Fire Chief Varney stated he is still waiting for some quotes to come in. He stated the largest increase is for rust repair for the ladder truck noting it is not due for replacement for 20 years and this needs to be addressed to ensure it will last. He noted he has a verbal estimate and he is estimating \$10,000 but it may be closer to \$16,000 to \$18,000. Chair Swenson suggested this may be more of a CRF thing and Town Administrator Kinmond stated the intention of the Equipment CRF is for catastrophic issues and this would be a maintenance issue. Selectman Veisel asked how much this truck is used. Fire Chief Varney replied that it goes out for every structure call or about 5 times this year for New Durham. Chair Swenson asked about the increase of ILine 10-110 and confirmed it is strictly wages. He noted there is also an increase in the line for vehicle maintenance of \$30,000 but it has not been fully expended in 2019. It was explained that maintenance is done in September and the invoices have not yet been received or paid.

Chair Swenson suggested reductions in Line 20-630 by \$1,000 and noted the maintenance line might be reduced by \$10,000 if the CRF could be used rather than the operational budget.

Chair Swenson made a motion to approve Account 4220 Fire Department for the 2020 Budget in the amount of \$252,235. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Account 4290 – Emergency Management

Chair Swenson stated that the 2019 Budget was \$1,052; the 2020 requested Budget is \$1,052. The board discussed the lines with the Emergency Management Director Fire Chief Varney and agreed to cut Line 20-630 EM Plan by \$500.

Chair Swenson made a motion to approve Account 4229 Emergency Management for the 2020 Budget in the amount of \$552. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Account 4291 – Forestry

Chair Swenson stated that the 2019 Budget was \$12,932; the 2020 requested Budget is \$12,856. The Board discussed the budget lines with the Forest Fire Warden David Stuart. Warden Stuart advised that the budget is slightly lower due to lower maintenance costs.

Chair Swenson made a motion to approve Account 4291 Forestry for the 2020 Budget in the amount of \$12,856. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Account 4312 – Highway & Streets

Chair Swenson stated that the 2019 Budget was \$878,757; the 2020 requested budget is \$924,538. Chair Swenson indicated that he thought there were opportunities for cost reductions due to the new truck and the new backhoe purchased in 2019. The Board reviewed the budget with the DPW Manager / Road Agent Don Vachon and Highway Supervisor David Bennett. Chair Swenson advised that there appeared to be calculation errors with Overtime Line 10-140 which resulted in a reduction of \$5,000 and Line 10-662 Salt which resulted in a reduction of \$8,000. Chair Swenson also recommended that Line 10-660 Vehicle Maintenance be reduced by \$10,000 which is in line with 2019 and with the new equipment hopefully helping to control repair costs.

Chair Swenson made a motion to approve Account 4312 Highway and Streets for the 2020 Budget in the amount of \$914,538. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Account 4324 – Solid Waste

Chair Swenson stated the 2019 Budget was \$276,858; the 2020 requested Budget is \$314,071 which is about a \$38,000 increase. It was noted part of the increase is for a part time employee position; Chair Swenson asked about Line 10-115 and Town Administrator Kinmond explained this is using the new rates straight across the board but it could be adjusted. Chair Swenson noted the supplies line and the year-to-date used, and suggested the increase may be high. Supervisor Johansen explained the supplies line increase is for platforms for storage of waste oil and he needs to purchase those for appropriate storage of the oil. Chair Swenson stated that line 10-115 actual hourly rate should be used which reduces that line by \$3,443.

Chair Swenson made a motion to approve Account 4324 for the 2020 Budget in the amount of \$308,935. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson asked about the need for a backhoe as previously discussed. Town Administrator Kinmond explained the use at the transfer station and suggested they had looked into a bucket loader which would be better suited to the needs than the current equipment being used. Selectman Veisel asked for a projection on the cost of having a hazardous waste disposal day. Supervisor Johansen replied he will look into it and see what it would be to participate with Rochester, Alton and / or Wolfeboro.

Account 4415 – Other Agencies

Chair Swenson stated the 2019 Budget was \$7,546; the 2020 requested Budget is \$15,720. He suggested keeping the funding level with last year (same agencies, same amounts). Selectman Veisel stated the only one she felt she would like to see funded is Easter Seals Home Services. Chair Swenson noted it used to be Homemakers and was in the process of changing to Easter Seals last year so the request wasn't submitted. Selectman Veisel stated she would like to see the Parks and Recreation Department eventually take over the services for the Kingswood Youth Center. Chair Swenson suggested \$1,500 for VNA; \$1,500 for CAP; Kingswood Youth Center for \$1,000; \$500 Homeless Center of Strafford County; \$500 for Haven; \$1,200 for Meals & Wheels; \$1,000 for Easter Seals for a total of \$7,200.

Chair Swenson made a motion to approve Account 4415 Other Agencies for the 2020 Budget in the amount of \$7,200 for the line items described in the discussion with the understanding that the source of revenue will be from the Town's trust funds that are applicable and to be used for that purpose. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson asked if Town Administrator Kinmond has any health insurance changes to be reviewed. Town Administrator Kinmond replied he has not received any notifications yet but it can be reviewed at the meeting of October 16th if need be; he noted he projected the increase at 15% and expects it to be less.

Chair Swenson stated the operating side of the budget review is now completed with the exception of any Health Insurance changes and the CRF / ETF / Revenues discussions will start at the October 23rd meeting.

Department of Public Works – Purchase Order

Town Administrator Kinmond presented a purchase order for road salt at the rate of \$5,650 per one hundred tons of road salt to be mixed with sand.

Chair Swenson made a motion to approve purchase order #2239 to Granite State Minerals, Inc. for 100 tons of road salt at \$56.50 per ton for a total of \$5,650. Selectman Veisel seconded the motion. Motion passed 2-0-0.

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. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.

The Board entered nonpublic session at 10:41 a.m.

The Board reentered public session at 11:05 a.m.

Chair Swenson stated that while in nonpublic session they discussed personnel matters.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the October 8, 2019 meeting for reasons that it may adversely affect reputation of one other than the Select Board. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson made a motion to issue a Conditional Offer of Employment to Candidate #4 for the position of the Department of Public Works Administrative Assistant I at a rate of \$16 per hour subject to the Town's standard background checks, references, drug tests, etc., with a start date when those items are complete. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Chair Swenson made a motion to issue a Conditional Offer of Employment to Candidate #3 for the position of the Land Use Administrative Assistant I at a rate of \$16 per hour subject to the Town's standard background checks, references, drug tests, etc., with a start date when those items are complete. Selectman Veisel seconded the motion. Motion passed 2-0-0.

Old Business

Meeting Schedule

October 16, 2019, Business Meeting, 6:00 p.m. – Community Room

October 23, 2019, 7:00 p.m., Joint meeting with Budget Committee, New Durham Town Hall.

Adjourn

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion. Motion passed 2-0-0.

The meeting was adjourned at 11:08 a.m.

Respectfully submitted,

Jennifer Riel, Recording Secretary