

**NEW DURHAM BOARD OF SELECTMEN**  
***Budget Review***  
**New Durham Community Room**  
**October 19, 2017, 8:00am**

*DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.*

**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 8:00am.

**Town Administrator's Report**

Town Administrator Kinmond stated the Employee Luncheon is scheduled for Monday, October 23 at Johnsons 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 he is recommending 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 4140, Administration, and approve \$204,367 as the approved 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 Chair Swenson rescinded his motion. Selectman Doherty rescinded his second of the motion.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 4140, Administration, and approve \$203,777 as the approved budget amount. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

*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 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 in 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 1000 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. 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 to be handled by the Town Hall. Selectman Chase stated she understands the Trustees having control over the expenses for library operations 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 the 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*

The board reviewed the account lines. 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 accompany in Whitefield that assists in communities in rewriting plans, noting there are grants available for financial assistance for those costs; he also stated the Strafford Regional Planning may be available for assistance; it was noted the plan will need to be reformatted. 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 board reviewed and discussed the budget lines. The use of and dependency on mutual aid was discussed. Chair Swenson stated he doesn't agree with this line and suggested line 10-115 reduced to \$4,000, line 10-660 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 confirmed it is included. Town Administrator Kinmond noted reductions totaling about \$2500 were made and these were reviewed. The board discussed the K9 program. Chair Swenson stated it's a cost of over \$12,000 in salary costs. Selectman Chase noted it is a popular program and offers good public relations and suggested if the community, they 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. Reductions were made to various lines.

**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. 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. **The vote for the motion was tabled pending additional information from Police Chief Bernier.**

*Account 4150 – Finance*

The board reviewed the proposed budget. 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 they are getting what is needed and suggested it's time for a full finance group, possibly entailing full time employee 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*

The board reviewed the proposed budget.

**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*

The board reviewed the proposed budget. Chair Swenson stated he has been looking at the overall wage issues and developing a plan, explaining 2- 2.5% increase is the national average for wage increases annually. There was discussion of lines for reduction to make up for increases in others.

**Chair Swenson made a motion to approve account 4194, Personnel Administration, in the amount of \$37,081. Selectman Chase seconded the motion. Motion passed, 3-0-0.**

*New Durham Board of Selectmen Meeting*

*October 19, 2017*

*DRAFT*

**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 6:00pm.

**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