

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
October 22, 2018, 6:00pm

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 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 6:01pm.

Public Input

David Bickford, resident, stated there is a problem with trash on the roadsides. There was discussion of volunteer opportunities as well as the frequently organization clean up days on various roads and neighborhoods. Mr. Bickford stated he also wants to get the plow fixed up and 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. 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. 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. Mr. Bickford noted there are still portions of the Town lines which need to be done.

Agenda Review

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

Chair Swenson changed the order of the 2019 Budget Review, beginning with the Anticipated Revenues.

2019 Budget Review

2019 Anticipated Revenues

The Board reviewed and discussed the lines of Anticipated Revenues. Chair Swenson explained the amounts were mostly kept level from 2018, noting the timber tax yield was significantly increased for the Birch Hill area as the revenue from 2018 is already significantly higher than the budgeted amount of last year, and seems to be continuing with logging planned until June 2019. He noted there are no actual year-to-dates past August at this point for the interest lines. It was noted the licenses and permits was increased by DRA. Selectman Chase noted there was an increase in the tourism revenues and suggested that may down turn. 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 can be discussed later with the associated accounts.

Selectman Chase made a motion to approve revenue budget lines 3110-01 through lines 3509 at \$1,115,735. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

The Board reviewed the CIP Report. Selectman Chase reiterated the purpose of the Capital Improvement Planning committee's purpose is to look at the capital projects which are requested by department heads and committees as necessary projects or purchases/replacements of equipment for the Town. The committee then rates the projects, followed with recommendations made to the Board of Selectmen. 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 reviewed 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. TAQ 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 vehicles.

The Board agreed by consensus to add \$70,000 to the Highway Trucks CRF, and will await for further input regarding the fleet on the next vehicle to be purchased.

Account- Meetinghouse CRF

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

DRAFT

committee. Selectman Chase explained there are issues which need to be addressed to secure the shell and prevent further deterioration, and 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. TA Kinmond stated that the estimated amount he has been provided is \$150,000.00 to secure the structure, and put a new roof on. Mr. Bickford noted a report was done which outlined what would be needed to secure the property.

The Board discussed the budget request for the Meetinghouse and it was agreed a warrant article would be developed for this project along with budget funding of \$50,000.

Account – SWF Equipment CRF

The Board reviewed the budget request of the Solid Waste Facility, along 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 the 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 isn't in favor of moving forward with the scale project this year; the Board concurred better management practices are needed for this department to improve the revenue stream.

The Board concurred to fund the scales and hold off on the loader, and agreed to place \$60,000 in the CRF for SW Facility Equipment.

Account – RSMS- Road Projects

The Board reviewed the budget request for the 2019 Road Projects. Selectman Chase reviewed the CIP recommendations, which explained the Highway Block grant funds as well as the necessary road projects. It was noted the process for culvert work is already started this year. Town Administrator Kinmond explained the funds already appropriated, noting contracts must be in place before funds are encumbered. The Board also reviewed and discussed the various sources of funding.

The Board concurred to discuss this further at another 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 Plans 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 put \$31,520 in the Highway Equipment CRF, and to support the purchase of a new backhoe and used equipment 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. TA Kinmond commented that Fire Chief 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 added to the CRF at this time.

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 funded at \$2500.00.

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.

The Board by consensus agreed to the funding request of \$2,000.00 to be added to the Dry Hydrant CRF.

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 \$500.00 to be added to the Library Technology CRF.

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 if 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 added to the Milfoil CRF, and that there will be expenditures for in 2019.

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 contribute \$24,000 to the Police Cruiser CRF.

Future Meetings

November 8, 2018, 6:00pm, New Durham Town Hall

November 12, 2018, 6:00pm, 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 8:57pm.

The Board reentered public session at 9:20pm.

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

New Durham Board of Selectmen Meeting

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Adjourn

Selectman Veisel made a motion to adjourn. Selectman Chase seconded the motion.

Motion passed, 3-0-0.

The meeting was adjourned at 9:21pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary