

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
November 8, 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
Mark D'Entrement, resident
Cathy Orlowicz, resident
David Bickford, resident

Call to Order

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

Public Input

None.

2019 Budget Review

Chair Swenson noted Town Administrator Kinmond modified the amount for account 4195, Cemeteries, from the amount that was previously approved, due to a reduction in line 10 for supplies.

Chair Swenson made a motion to rescind the Board of Selectmen action of October 21, 2018 for Account 4195 and approve a new amount for Account 4195, Cemeteries, of \$2,990 by reducing line 10-610 to a total of \$1,000. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

Town Administrator Kinmond distributed for review and explained a summary breakdown of tonnages and trips for all solid waste products, including trash, MSW, and plastics. He noted there are some revenues for aluminum and cardboard which offset the expenditures.

Appointments/Announcements

The Board reviewed and discussed the volunteer application from Lon Berry Jr., for a nomination to the Parks and Recreation Commission. P&R Commissioners Dot Veisel & Mark D'Entrement stated that Mr. Berry has attended the P&R Commission meetings in the past and they would like to see him be appointed to the Commission.

Chair Swenson made a motion to nominate Lon Berry Jr. to the Parks and Recreation Commission. Selectman Veisel seconded the motion. Motion passed, 2-0-0.

2019 Expendable Trust Funds/Capital Reserve Funds

The Board reviewed a summary of the accounts already approved for the 2019 Budget along with the amounts recommended by the CIP and the accounts remaining for approval.

Chair Swenson noted the original request for Public Safety Facilities CRF was for \$275,000 and the CIP recommendation was \$40,000 going into the fund with no specific expenditures recommended by the CIP. Chair Swenson noted the current projected balance of the account is \$105,000 and he feels the \$40,000 contribution is too much. Town Administrator Kinmond explained the rationale was to do some renovations to the Fire Station to make all the office space in the front, along with a separate gear room; however they converted an old bathroom into this space, leaving more space out front so the renovations are not as much as initially presented to the CIP. It was clarified the current balance is not currently designated for any expenditures.

Chair Swenson stated the current projected balance for the Shirley Cemetery CRF, is \$2,351 and no recommendations for funding were made by the CIP. The Board concurred with the recommendation.

Chair Swenson stated the request for the Smith Ballfield CRF was \$50,000; the current projected balance is \$11,400 and the CIP recommendation is \$20,000. The Board concurred with the recommendation. Town Administrator Kinmond explained some of the possible projects including a shed for storage.

Chair Swenson stated there was no recommendation from the CIP for investment or expenditure to the Solid Waste Equipment CRF. The Board concurred with the recommendation.

Chair Swenson stated the projected balance for Vehicle Maintenance CRF is \$12,000 with a request of \$35,000 and CIP recommendation of \$35,000. Town Administrator Kinmond explained the rationale for the request, which includes some projected engine and transmission replacements. He also explained the common problems with the highway trucks, which are not covered by warranties. The Board concurred to fund the account with \$20,000.

Chair Swenson stated the projected balance for Accrued Benefits CRF is approximately \$50,000, noting it does not include any of the transitions previously approved, resulting a significantly lower balance. He stated the CIP recommendation is \$20,000. The Board concurred with the recommendation.

New Durham Board of Selectmen Meeting

November 8, 2018

DRAFT

Chair Swenson stated the projected balance for Computer and Office Equipment ETF is \$11,000 with a request for \$10,000 and CIP recommendation of \$10,000 for investment in to the fund. Town Administrator Kinmond explained some of the upgrade and transition options available with various vendors which also include financing. The Board concurred with increasing the amount to \$20,000.

Selectman Chase joined the meeting at 6:50pm.

Chair Swenson stated the current projected balance for Dam Maintenance ETF is \$5,000, having expended \$30,000 in 2018. Town Administrator Kinmond stated the CIP recommendation is to bring the fund back up, and the projects are still unclear at this point with the potential for riverbed fabric and rocks be placed at the Downing Pond dam. The Board concurred to find the account with \$30,000.

Chair Swenson stated the recommendation for the Emergency Management ETF is no funding. The Board concurred with the recommendation.

Chair Swenson stated the recommendation for the Forest Fire Equipment ETF is no funding. The Board concurred with the recommendation.

Chair Swenson stated there is no recommendation for the Records Maintenance ETF however its been an ongoing project. Town Administrator Kinmond explained the software and processes that are needed to improve the records maintenance within Town Hall. The Board concurred to fund the account with \$10,000.

Chair Swenson stated there is no recommendation for the Surplus Vehicle and Equipment ETF, and the current fund balance is \$2300. He stated he is not aware of this account being utilized. Town Administrator Kinmond explained that in the past, when a vehicle was sold, the revenue was put in the fund; he does not do that currently.

The Board discussed the space needs for various departments; it was agreed outside consultations may be needed for direction in making the best use of spaces. The Board concurred with keeping the funding at \$35,000.

The Board reviewed and discussed the new ETF and CRFs which were considered by the CIP Committee. Chair Swenson stated he doesn't see a reason to move forward with any of these at this point. Town Administrator Kinmond explained some of the accounts were used at one point and could be used if changes were made to operations. Selectman Chase gave a summary of the CIP's recommendations and explanations regarding these funds. The Board concurred with not funding any of these accounts.

Town Administrator Kinmond gave a summary of the RSMS report being worked on by the Strafford Regional Planning Commission. He explained they have been working with the staff of the Highway Department in obtaining frost heave, traffic volume rating and prioritizations. After the ratings have been compiled, a 10-year road report will be

New Durham Board of Selectmen Meeting

November 8, 2018

DRAFT

generated. Selectman Chase outlined the CIP recommendations and rationale for their recommendations. The Board discussed the projects and recommendations presented.

Town Administrator Kinmond presented a summary comparison of building permitting fees for various communities. The Board reviewed and discussed the wide variations in comparison with the national averages. Town Administrator Kinmond explained the different ways permit fees can be determined as well as how valuations are determined.

Adjourn

Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion.

Motion passed, 3-0-0.

The meeting was adjourned at 8:23pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary