

NEW DURHAM BOARD OF SELECTMEN
Joint Meeting with the Budget Committee
New Durham Town Hall
August 29, 2019, 6:30pm

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
Terry Jarvis, Chair Budget Committee
Ellen Phillips, Budget Committee
Joan Swenson, Budget Committee
Cathy Orlowicz, Budget Committee
Ron Uyeno, Resident

Call to Order

Chair Swenson called the meeting to order at 6:31pm.

Ms. Jarvis stated the Capital Improvement Committee report was completed and submitted for review by the Planning Board. She stated she met with the Planning Board and answered questions they had.

Chair Jarvis noted Mark Sullivan and Ken Fanjoy have excused absences from this meeting.

Chair Swenson stated the recommendations from CIP are approximately \$600,000 and asked how that compares to prior years. Chair Jarvis stated the highest in the past was about \$800,000 and explained they are reserved towards projects that will be addressed in the Space Needs Study which will be completed. She stated they received \$1.2 million in requests and they didn't want to recommend any major changes or improvements at this point although there were limited funds for immediate needs to be addressed.

Chair Swenson explained the purpose of this joint meeting between the Board of Selectmen and Budget Committee is to exchange different ideas to get a baseline for guidelines to be used by Department Heads for their requests and presentations. He stated it was previously suggested to have all budget requests due by September 13, 2019 with reviews by the Board of Selectmen to begin September 23.

Chair Swenson distributed a summary of discussion points for review. He noted he did not present a percentage to hold to, as he has in the past.

Chair Swenson noted the Board of Selectmen was informed recently that the 2020 school budget is going to be \$250,000 more than the prior year with the highest dollar increase in the district, even higher than Wolfeboro. He explained there are other variances including equalization values and property values which could affect that, including application of the Impact Fees which reduced the costs by \$0.19 but rough calculations indicate it will be an increase of about \$0.63 per thousand. Ms. Orlowicz clarified this is just the Governor Wentworth Regional School District rate and does not include the state portion. Ms. Swenson asked if their percentage of students increase and what is the percentage rate in relationship to other towns in the district. Chair Swenson replied he will get that information to share with the committees. Selectman Chase stated the charge is based on 75% average attendance and 25% of equalized property value. She explained they can only control so much of the costs as they are a small portion of voters in the district. Ms. Orlowicz suggested a collaborative between the towns to make their voices heard. Chair Swenson explained there was a start of that last year but it was a small turn out with a couple people from each town but the school board did hear what they had to say. Ms. Orlowicz stated she attended the Deliberative Session of the school board but she found the participation of teachers and the board members was very disrespectful towards the people trying to participate. She noted the Operating Budget seemed to have a lot of areas that could have been looked at closer which would have affected the bottom line including building maintenance, etc. and she asked for information which she has to date, never received. Selectman Chase stated there was proposal presented that would develop a committee comprised of one person from each town with one vote however that was voted down. Ms. Orlowicz stated one of the line items she questioned was classroom supplies which was very under spent but yet they hear of teachers having to stock supplies.

Chair Swenson stated he did an analysis last year for the New Durham budget and explained the operating budget is approximately 67% is due to head count, associated benefits as well as insurances and bonds. The board and committee reviewed and discussed the analysis and Chair Swenson pointed out some lines he expects to have increases including Land Use and Solid Waste. Town Administrator Kinmond explained the assessing re-evaluation cycle will transpire in 2020 with a sizable portion of it being done in 2020. He also explained the anticipate increase in costs at that time. Selectman Chase explained the Board of Selectmen has worked to research and compare wage rates for positions in Town in order to be a competitive employer in the workforce. Town Administrator Kinmond stated they have also worked to reduce the positions of full time benefited employees. Ms. Orlowicz asked if all departments are fully staffed at this point. Chair Swenson replied its always changing but at the moment there is one open position. Ms. Jarvis asked if the Town is competitive with the area which they draw employees from. Chair Swenson replied they have done analysis on the start rates and Selectman Chase explained they can't expect to be competitive with larger municipalities at the seacoast or Manchester areas. Chair Swenson outlined the projected review timeline of

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the budget lines by the Board of Selectmen. He suggested a joint session with the Budget Committee in late October for the CRFs and ETFs. Chair Jarvis suggesting having a way to make all the information reviewed and discussed, available for public access. There was also discussion of the final due dates for budgets and upcoming meetings.

It was agreed the next joint meeting would be October 23, 2019.

Ms. Orlowicz made a motion to adjourn the Budget Committee meeting. Ms. Phillips seconded the motion. Motion passed, 4-0-0.

The Budget Committee meeting was adjourned at 7:30pm.

Public Input

Ron Uyeno, resident, stated that in reference to the budget-based concepts, asking if they have any trend information or comparisons. Chair Swenson replied he does not but doesn't think there have been dramatic changes. Mr. Young stated he appreciates the scrutiny the Board of Selectmen takes with the budgets.

Agenda Review

A non-public session was added to the end of the meeting to review a conditional offer of employment for the Police Department.

Chair Swenson distributed a draft commitment letter for the pre-proposal to NH DES to do roadwork in 2020; it will include \$100,000 grant and \$60,000 will be the Town's commitment. He explained this is part of the normal road budget.

Selectman Chase made a motion to approve the commitment letter to NH DES as written. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Town Administrator's Report

Town Administrator Kinmond reported that the Impact Fee Payment to the School District, which was approximately \$77,000+ equates to a \$0.19 per \$1,000 evaluation. He also reported that the Deliberative session will be held on Monday, 2/3/19 7 p.m., at the New Durham School and the Facility has been requested.

Chair Swenson also advised that Thank you letters prepared by the Town Administrator are ready for the Board's signatures, these being for Chief Buxton, President, Brent Lemire, Executive Director, NH Fire Chief's Association and the Town of Alton, Select Board.

Approval of Minutes

Meeting of July 9, 2019 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed, 3-0-0.**

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Meeting of July 17, 2019 – Edits were made. Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Meeting of August 14, 2019 – Edits were made. Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Meeting of August 19, 2019 – Edits were made. Selectman Chase made a motion to approve the minutes as amended. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

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 Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Selectman Chase – aye; Chair Swenson –aye. Motion passed 3-0-0.

The Board entered nonpublic session at 7:58pm.

The Board reentered public session at 8:35pm.

Chair Swenson made a motion to make a conditional offer of employment to Candidate #1 for a part time Police Officer based on successful background checks as required for the police hiring process including NH Police Standards and Training background and successful completion of the Police Academy and all other testing required for that process, at a starting rate of \$18.50 per hour. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Adjourn

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

The meeting was adjourned at 8:37pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary