

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
September 23, 2019, 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
Anina Soucy, Finance Manager
David Bickford, resident
Cathy Orlowicz, resident
Ron Uyeno, resident

Call to Order

Chair Swenson called the meeting to order at 6:02pm.

Chair Swenson stated the purpose of this meeting is primarily to begin the 2020 budget review process.

Appointments/Announcements

Chair Swenson stated Ms. Zuzgo has submitted her resignation and will be taking a position with another town; he thanked her for her many years of service and wished her well in her next position.

Chair Swenson stated that he is a member of the New Hampshire Municipal Association board and occasionally receives notifications regarding various state issues. He stated one of primary concern is that the State of NH does not have a budget but is working towards a resolution, with a meeting of state senators and representatives, coming up on September 25. Chair Swenson explained how this affects towns and municipalities in regards to setting the tax rate. Town Administrator Kinmond explained this issue also affects the school funding, which in turn affects how towns make up the funding.

Public Input

David Bickford, resident, stated in regards to the budget, the State is operating on last year's budget, which is the default budget, and doesn't see why they should have any problems. Chair Swenson explained there were significant expectations by the cities and towns which were not met.

Mr. Bickford stated he still hasn't seen anything on the perambulation and asked for an update. Chair Swenson replied there has been discussion over the last few months and they have explored whether they can do it using other methods such as drone but nothing has been determined yet to do it. Mr. Bickford noted they are way beyond the deadline with the last time it was done in 2011 and it should have been finished a year and a half ago, and be done as an ongoing process; nothing has happened in the last seven years. He stated he realizes its not a popular thing to do and referenced the RSA requiring towns to review and renew the town boundaries, noting the Board of Selectmen may be fined for neglect of these duties.

Ron Uyeno, resident, stated last year during the budget review there was an excel spreadsheet used and projected at the meetings and asked if this would be done again this year. Chair Swenson replied he keeps one ongoing and expects to project it again.

New Business

2020 Budget Review

Chair Swenson distributed an account summary for 2020, noting he also included a comparison of the 2019 approved amounts. The Board reviewed and discussed the summary. Chair Swenson noted that the net increase of the budget, without revenues, to be 5.5%. Selectman Chase noted that salaries and benefits account for about 2/3 of the overall budget. Town Administrator Kinmond presented a memo regarding the current budget and the 5.5% increase, which he attributes approximately 2% towards wages and benefits. He stated he estimated a high escalator relative to the health and dental insurances but expects to have finalized rates in late October; he also projected Primex at the max-cap. He stated he also included comments relative to the lines, which reflect increases; noting the Land Use and Assessing assistant positions were split again.

Account 4130 Executive

The Board reviewed the account lines. Chair Swenson questioned the line for recording secretary; Town Administrator Kinmond explained this position does the minutes for multiple boards and committees. Town Administrator Kinmond explained they split the Land Use and Assessing positions, noting it was too much for one person to handle and explained both are now 24 hours each. Chair Swenson stated they met with the IT contractor and were advised that for 2020, there will be no increase in the monthly maintenance fees; he questioned hard and software estimates and suggested Town Administrator Kinmond look at the ETF piece to reduce these lines. Town Administrator Kinmond replied the ETF isn't anticipated to have any extra and explained he sees this as a regular maintenance type item; if ETFs are defeated, they would have to take funding from some where else. Chair Swenson asked what the current balance of the ETF is; Town Administrator Kinmond replied he did not bring the balance sheet but would get it. Town Administrator Kinmond also summarized the upgrades of the computer systems and workstations. Selectman Chase stated overall she thinks this budget looks good, although a few areas went up a bit, but they appear to be well thought out and not extravagant. Chair Swenson stated he would like to see line 111 down \$1,000 and line 343 down by \$2,000. Selectman Chase stated she's not going to reduce anything that has

to do with security; she stated its important to keep the town secure from ransom-ware attacks, noting towns and businesses in NH have been affected. The Board discussed alternative lines for the funding. Town Administrator Kinmond explained its one of those things that if they don't pay from here, they will pay from another account and sees this as an operating expense as well.

Account 4140 Town Clerk

The Board reviewed the account lines. Chair Swenson stated the 2019 Budget was \$107,798; the 2020 requested Budget is \$126,834. Town Administrator Kinmond explained a change being proposed is to having the Town Clerk's office to going back to two full time employees instead of one part time and one full time. He explained the rational for this is the changes in restructuring with additional duties to the office for covering the welfare administrative assistant position. He noted the reduction of 8 hours had taken place back in 2016 and it's been difficult since then. Chair Swenson stated the Board of Selectmen has discussed this before and it was the consensus of the Board that the changes in duties are justified.

Chair Swenson made a motion to approve Account 4140, Town Clerk, for the 2020 Budget in the amount of \$126,834. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Account 4150 Financial Administration

The Board reviewed the account lines. Town Administrator Kinmond explained there is a small increase due to the changes with the Tax Collector going full time with a small portion of the wages hitting this account. Chair Swenson questioned line 910; Town Administrator Kinmond explained this is for health insurance. He explained it's budgeted as a stipend for employees who do not take the insurance benefits.

Chair Swenson made a motion to approve Account 4150, Finance Administration, for the 2020 Budget in the amount of \$135,394. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Account 4152 Assessing

Chair Swenson stated the 2019 Budget was \$91,833; the 2020 requested Budget is \$103,915. The Board reviewed the account lines. Town Administrator Kinmond explained the increase reflects the contract increase for the fifth year which includes additional assessing tasks as required by the State.

Chair Swenson made a motion to approve Account 4152, Assessing, for the 2020 Budget in the amount of \$103,915. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Account 4153 Legal

Chair Swenson stated the 2019 Budget was \$15,000; the 2020 requested Budget is \$15,000. The Board reviewed the account lines.

Chair Swenson made a motion to approve Account 4152, Legal, for the 2020 Budget in the amount of \$15,000. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Account 4240 Building Inspector/Code Enforcement Officer

Chair Swenson stated the 2019 Budget was \$44,906; the 2020 requested Budget is \$48,822. The Board reviewed the account lines. Town Administrator Kinmond explained the increase is due to an increase in the deputy's hours that were previously 10 hours and he's asking for 15 hours. He explained this will cover training as well as working on the co-compliance work which needs to be done. Town Administrator Kinmond stated they are also now collecting revenues that cover this department.

Chair Swenson made a motion to approve Account 4240, BI/CEO, for the 2020 Budget in the amount of \$48,822. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Account 4411 Health Officer

Chair Swenson stated the 2019 Budget was \$2,379; the 2020 requested Budget is \$2,379.

Selectman Chase made a motion to approve Account 4411, Health Officer, for the 2020 Budget in the amount of \$2,379. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Account 4441 Welfare

The Board reviewed the account lines. Town Administrator Kinmond explained there is an adjustment relative to the administrative assistant wages and the redistribution of tasks. He noted there was also an adjustment to the utilities as there were more requests for these and less on mortgages/rents and the proposed budget reflects the shift. Chair Swenson noted there is some discrepancies in the calculations and the Board reviewed the lines. Town Administrator Kinmond stated there appears to be a double count for a line. The budget request amount was adjusted accordingly.

Chair Swenson made a motion to approve Account 4441, Welfare, for the 2020 Budget in the amount of \$17,204. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Account 4191 Planning Board

Chair Swenson stated the 2019 Budget was \$5,252; the 2020 requested Budget is \$6,152. The Board reviewed the account lines. Town Administrator Kinmond explained the impact on this budget is relative to the contracted services, noting they are working on the impact fee ordinance as well as the soil survey update; Selectman Veisel explained the fee charged by Bruce Mayberry was much higher than anticipated. Town Administrator Kinmond stated they have a contract with the Strafford Regional Planning Commission to encumber funds as they don't expect the GIS work to be completed this year due to staffing changes.

Selectman Chase made a motion to approve Account 4191, Planning Board, for the 2020 Budget in the amount of \$6,152. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Account 4192 Zoning Board

Chair Swenson stated the 2019 Budget was \$1,351; the 2020 requested Budget is \$1,991. The Board reviewed the account lines. Chair Swenson noted the primary difference is in the postage line. Town Administrator Kinmond explained this would be collected as revenue in the fees.

Selectman Chase made a motion to approve Account 4192, Zoning Board, for the 2020 Budget in the amount of \$1,991. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Account 4196 Insurance (P&L)

Chair Swenson stated the 2019 Budget was \$54,250; the 2020 requested Budget is \$53,632. The Board reviewed the account lines. Town Administrator Kinmond explained the reduction was due to premium holidays to the Town.

Chair Swenson made a motion to approve Account 4196, Insurance, for the 2020 Budget in the amount of \$53,632. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Account 4612 Conservation Commission

Town Administrator Kinmond noted the Commission reviewed the budget request at their last meeting. Chair Swenson noted the year-to-date indicates nothing was spent this year. Town Administrator Kinmond stated they did have some water testing done but the invoices have not been received; he also explained that any funds not spent are rolled over into the Conservation Trust account.

Selectman Chase made a motion to approve Account 4612, Conservation Commission, for the 2020 Budget in the amount of \$1,795. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Chair Swenson noted this approval is being made with the understanding that a majority of the budget has not been spent year-to-date because the invoices have not been received for about 80% of the funds. Town Administrator Kinmond stated typically all the funds are expended with membership fees and water testing.

Account 4711 Principle- Long Term Notes and Bonds

Chair Swenson stated the 2019 Budget was \$55,000; the 2020 requested Budget is \$55,000. The Board reviewed the account.

Chair Swenson made a motion to approve Account 4711, Principle- Long Term Notes and Bonds, for the 2020 Budget in the amount of \$55,000. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Account 4721 Interest - Long Term Notes and Bonds

Chair Swenson stated the 2019 Budget was \$10,932; the 2020 requested Budget is \$7,357. The Board reviewed the account.

Chair Swenson made a motion to approve Account 4721, Interest- Long Term Notes and Bonds, for the 2020 Budget in the amount of \$7,357. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Account 4722 Lease - SCBA

Chair Swenson stated the 2019 Budget was \$38,000; the 2020 requested Budget is \$38,000. The Board reviewed the account lines.

Chair Swenson made a motion to approve Account 4722, Lease-SCBA, for the 2020 Budget in the amount of \$38,000. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Account 4723 TAN (Tax Anticipation Note)

Chair Swenson stated the 2019 Budget was \$1; the 2020 requested Budget is \$1.

Chair Swenson made a motion to approve Account 4723, TAN, for the 2020 Budget in the amount of \$1. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Account 4583 Historian

Chair Swenson stated the 2019 Budget was \$500; the 2020 requested Budget is \$200. The Board reviewed the account. Ms. Orlowicz stated she has handled a lot of inquiries about properties in Town, particularly as they go up for sale; she has also been asked to do many presentations this year.

Selectman Chase made a motion to approve Account 4583, Historian, for the 2020 Budget in the amount of \$200. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

The Board revisited the discussion of account 4130. Chair Swenson stated he still suggests reducing line 111 by \$1,000 and line 343 by \$2,000 for a total account budget of \$215,634. Town Administrator Kinmond explained the technology contracted services is a priority and they have to rely on people with the tech knowledge; if they were to incur the expenses, he would need to find another account for the funding.

Chair Swenson made a motion to approve Account 4130, Executive, for the 2020 Budget in the amount of \$215,634. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Town Administrator's Report

Job Descriptions-Assessing & Administration Administrative Assistant

New Durham Board of Selectmen Meeting

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Town Administrator Kinmond distributed the draft job descriptions and explained it would be splitting the assessing and land use administrative assistant position to also have a position that will work in finance and administration. The Board reviewed and discussed the draft job descriptions.

Old Business

Next Meeting

Monday, September 30, 2019, 6:00pm, New Durham Town Hall

Approval of Minutes

Meeting of September 9, 2019 –

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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant & (e)- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Selectman Chase 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 7:32pm.

The Board reentered public session at 9:18pm.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the September 23, 2019 Board of Selectmen meeting. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to make a Conditional Offer of Employment to Candidate 1 for Light Equipment Operator I for the Department of Public Works, Solid Waste Facility, subject to background checks at rate of \$16.00 per hour. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to approve the job description for the Administrative Assistant I position reporting to the Financial Administration Department, as reviewed on September 23, 2019 Board of Selectmen meeting and as amended. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to make a Conditional Offer of Employment to a

part time hire for the Parks and Recreation Department and authorized the Town Administrator to issue the letter to Candidate #1 at an hourly rate of \$8.50 per hour for all on-call hours, subject to background investigations, pre-employment medical examination and drug-site testing, with Parks and Recreation Director following all State and Federal labor laws for individuals as youth employees. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion adopt the following job descriptions and wage rate ranges for the positions as described: Light Equipment Operator I, with a pay range of \$15 - \$17.50 per hour; Light Equipment Operator II, with a pay range of \$17-\$19.00 per hour; Heavy Equipment Operator I, with a pay range of \$17.50-\$19.50 per hour; Heavy Equipment Operator I,I with a pay range of \$18-\$20.00 per hour; Highway Supervisor with a pay range of \$20-\$25.00 per hour. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to transition Meghan Bickford to a Light Equipment Operator II, effective immediately at a pay rate of \$17.00 per hour. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Adjourn

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

The meeting was adjourned at 9:23pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary