

New Durham Board of Selectmen Meeting
September 7, 2017

NEW DURHAM BOARD OF SELECTMEN
New Durham Town Hall
September 7, 2017, 6:00p.m.

Final Approved 09-25-17

Present

Chair David Swenson
Selectman Cecile Chase
Selectman Rod Doherty

Present for Budget Committee Joint Session:
Terry Jarvis, Vice Chair
Joan Swenson, Member
Mark Sullivan, Member

Also Present (for 7 p.m. public session):

Scott Kinmond, Town Administrator
Dot Veisel, resident
Kenneth Fanjoy, resident
Joan Swenson, resident
Myles Sennott, resident
Clayton Randall, resident
Sue Randall, resident
Diane Esposito, resident
Anthony Esposito, resident
James Nicol, resident
Robert Chase, resident
Gayle Hardy, resident
Ronald Nyen, resident (PLEASE CHECK SPELLING OF THIS NAME)
David Bickford, resident

Call to Order

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

Chair Swenson made a motion to entered into 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. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Roll Call: Selectman Chase – Aye; Selectman Doherty – Aye; Chair Swenson – Aye.

The Board entered nonpublic session at 6:02.p.m.

The Board reentered public session at 7:02 p.m.

Chair Swenson stated while in nonpublic session the Board discussed personnel matters.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the Board of Selectmen meeting of September 7, 2017 for reasons that otherwise may adversely affect reputation other than a Select Board member. Selectman Chase seconded the motion. Motion passed, 3-0-0.

2018 Budget

Budget Committee Vice Chair Jarvis called the meeting of the Budget Committee to order at 7:07 pm.

Chair Swenson indicated that the initial item for the Select Board is a joint meeting with the New Durham Budget Committee. Although the Budget Committee Chair Orlowicz was absent, Budget Committee Vice Chair Jarvis noted that there was a Budget Committee quorum present.

Select Board Chair Swenson stated the purpose of this joint meeting is for the Board of Selectmen and Budget Committee to discuss the outline of creating consensus guidelines for the 2018 budget.

Chair Jarvis stated they have traditionally gone with zero-based budgeting for a few years now and suggested department heads present their requests for what they need in order to improve services.

Select Board Chair Swenson distributed a summary of points to be considered by the various departments and committees for the 2018 budget. These points were unanimously adopted by consensus by both the Select Board and the Budget Committee. Chair Swenson explained the rationale needed for zero-based budgeting. The key concepts include the goal for the Town's portion of the total tax rate (combined operational and Capital/ETF) impact for 2018 will be + / - 1% from FY2017. This means the operational portion of the 2018 budget before should be \leq \$2,778,750 (vs. actually voted FY2017 of \$2,751,234 or \$4.59 / K valuation) if all areas of the budget were equally impacted. Total CRF funding would be \leq \$172,000 (vs. FY17 voted of \$170,000 or \$0.42/K valuation). Total ETF would be \leq \$61,000 (vs. FY17 voted of \$60,000 or \$0.16/K valuation). RSMS estimated \leq \$335,000 (vs. FY17 of \$330,000; eliminating longevity pay and adding that amount into the eligible employee's hourly rate; and improving operational and administrative efficiencies. Selectman Chase stated that in the Capital Improvement Plan for 2017 there were items that are over and underfunded and CIPC has submitted a significantly improved plan for review by the Board of Selectmen but one that does contain significantly higher requests for capital investment and spending. Chair Swenson noted the primary goal is to avoid any increases to the town portion of the tax rate. Selectman Chase suggested they need to find some way to get control over the school portion of the tax rate. By consensus of the Boards no changes were made to the proposed budget guidelines.

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Selectman Chase and Budget Committee Vice Chair Jarvis noted that they believe over the past 10 years approximately \$1 million have been reduced from the Town budget.

Budget Committee member Joan Swenson made a motion to close the Budget Committee portion of the meeting. Budget Committee member Mark Sullivan seconded the motion. Motion passed, 4-0-0. The Budget Committee meeting adjourned at 7:31 p.m. The Select Board continued with their regularly scheduled meeting.

Public Input

David Bickford, resident, stated he thinks the elimination of longevity pay is a good idea; he stated he heard at last year's school budget meeting that the school rate was going to go down for this year and asked what the Board of Selectmen has heard. Chair Swenson replied he has not heard that.

Dot Veisel, resident, stated she is grateful the Board of Selectmen is working to keep the tax rate as level as possible. She stated the condition of town buildings and facilities have really deteriorated due to neglect in recent years and are in need of financial attention and encouraged the Board of Selectmen to closely review the CIPC report.

Diane Esposito, resident, stated she is here specifically to support Police Chief Bernier's request for canine support services stating it is important to support the police department.

Clayton Randall, resident, stated he is also present to support the request for the canine services noting it cost the Town very little and explained the benefits of having a canine unit.

Jim Fickle, resident, stated he is present to support the canine program and explained his military experience and the exponential value of canines.

Terry Jarvis, resident, stated she has personally seen the invaluable benefit of having a canine program and believes it needs to be reinstated.

Agenda Review

Chair Swenson added under new business: Name Change for the Milfoil Committee.

Town Administrator's Report

Town Administrator Kinmond stated the Meetinghouse committee has requested a meeting with the Board of Selectmen at the site of the 1772 Meetinghouse. Meeting date will be determined at a later date.

Town Administrator Kinmond distributed copies of the signature manifest. Town Administrator Kinmond distributed a copy of an ordinance from the Town of Middleton regarding posting weight limits on Middleton Road along with minutes of the board of selectmen meeting. They also asked the New Durham Board of Selectmen to review and consider a similar posting on the New Durham end of the road. Chair Swenson asked for

recommendations by the New Durham DPW on this issue. While it was not voted to post the New Durham portion of the road, by consensus of the Board of Selectmen stated it was appropriate to notify the Town of Middleton of the Board of Selectmen's agreement for Middleton to post the roads at the New Durham side to assure users of the road the information for weight limitation in Middleton.

Town Administrator Kinmond distributed a memo from Police Chief Bernier requesting the canine program be reinstated. Town Administrator Kinmond gave a brief summary of the process and analysis relative to the costs. He explained the overall costs with a salaried Chief being the dog handler and there are no costs for purchase or training of a dog except for the time the Police Chief spends in training maintenance. Selectman Doherty suggested deferring a decision on this for more time to discuss and look at the 2018 budget first. Selectman Chase concurred. Chair Swenson noted that the program is not cost free to the Town and, in fact, it costs approximately \$10,000 in tax payer money to support this program. This program may not be cost justified, in his opinion.

Town Administrator Kinmond presented a memo from the Department of Public Works Manager / Road Agent requesting approval of a purchase order for winter road salt through the State of NH contract.

Chair Swenson made a motion to approve purchase order #2408 for the purchase 216 tons of bulk safety salt in the amount of \$12,711 to Morton Salt, Inc. of Chicago, IL. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond stated the conditional offer of employment and pre-employment background checks have been completed for police officer candidate Andrew Croteau and he will begin full time employment September 11, 2017.

Chair Swenson made a motion to appoint Andrew Croteau to full time police officer with an hourly rate of \$23.00 per hour with an effective date of hire full time on September 11, 2017 with a one year probationary period. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond distributed for review a schedule from New Hampshire Department of Transportation 10-year plan public input sessions. These sessions are open to the public. The Board by consensus asked that the TA Kinmond attend a session to represent the Town.

The Board reviewed and discussed the ambulance billing contract proposal. Town Administrator Kinmond stated the Fire Chief recommended this change in billing services due to Seacoast Mutual Aid looking to group together to get better rates. Chair Swenson asked if Town Counsel had reviewed the proposed agreement. TA Kinmond stated he will ask Town Counsel to review noting the proposal is an 8% fee and they currently pay 10%. The Board by consensus asked that the contract be reviewed by Town Counsel.

Town Administrator Kinmond asked the Board to approve a Town employee appreciation luncheon with closure of Town Hall on Monday, October 23 at 12 noon. He explained it would begin with a luncheon at Johnson's followed by team building activities.

Chair Swenson made a motion to approve the closure of Town Hall and non-essential Town departments on October 23, 2017 at 12 noon until regular close of business for town employees to attend an employee appreciation luncheon. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

New Business

Abatement Request – Map 219, Lot 012

Town Administrator Kinmond explained this is an agreement between the Town of New Durham and Town of Middleton for Middleton's gravel pit.

Selectman Chase made a motion to authorize the abatement of 2016 property taxes in the amount of \$2,800.95 and a yield tax in the amount of \$110.00 for Map 219, Lot 012, Town of Middleton per a reciprocating land municipal agreement. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Tax Collector's Request for 2017 Tax Deeding

Town Administrator Kinmond explained the Tax Collector presented nine (9) properties for tax deeding and is requesting the Board of Selectmen approval to move forward. He explained 5 of the properties are currently occupied and sought Town Counsel which advised how to move forward with the necessary processes.

Selectman Chase made a motion to authorize the Tax Collector with advice from Town Counsel to begin the tax-deeded properties process and to prepare the legal notices to the properties with occupants. Chair Swenson seconded the motion. Motion passed, 3-0-0.

Discussion: Chair Swenson asked the Tax Collector to provide quarterly updates on the process.

2017 MS-1 Summary Inventory of Valuation

Chair Swenson noted this has been submitted to the NH Department of Revenue and Administration (DRA) and he summarized the valuation totals calculated and submitted.

Chair Swenson made a motion to approve the Department of Revenue Administration MS-1 Summary of Inventory Valuation for tax rate setting of 2017. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond stated MS-535 was completed by the auditors and was also submitted, explained it is developed after the revenues are collected.

Chair Swenson made a motion to approve the Department of Revenue Administration MS-535 Financial Report of the Town Budget for submission to the Department of Revenue Administration. Selectman Chase seconded the motion. Motion passed, 3-0-0.

Franchise Agreement – Transfer of Ownership Metrocast to Atlantic Broadband
Town Administrator Kinmond explained Town Counsel reviewed the agreement but does not recommend using the resolution statement the provided by Metrocast. An alternate was provided as follows.

Selectman Chase grant the request of Metrocast Cablevision LLC of NH to grant its franchise agreement within the Town to Atlantic Broadband. Selectman Doherty seconded the motion. Motion passed, 3-0-0.

Chair Swenson presented the suggestion of changing the name of the Milfoil Committee noting the committee will work in the future to address more water quality issues within the Town's bodies of water than just milfoil. **Chair Swenson made a motion to change the name of the Milfoil Committee to the New Durham Water Quality Committee. Selectman Chase seconded the motion.** Discussion: it was clarified the committee will focus on aboveground bodies of water, not private wells / aquifers. **Motion passed, 3-0-0.**

Other

Selectman Doherty informed the Board of Selectmen that the Planning Board strongly supports allowing abutters to have first opportunity to purchase town-owned properties. Town Administrator Kinmond stated there have been about five individuals over the last year or so who have expressed interest as abutters to be able to purchase and merge lots. Chair Swenson noted that this is part of the recently approved policy regarding this issue.

Chair Swenson stated the "Chat With The Town" sessions started yesterday (September 6, 2017) and thanked Town Administrator Kinmond for his participation and thanked the New Durham General Store for hosting the event. Town Administrator Kinmond stated a few individuals came in and asked questions and appreciated not having to attend a formal meeting to be able to express their ideas.

Approval of Minutes

Meeting of August 24, 2017 – Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Selectman Doherty seconded the motion. Motion passed, 3-0-0.**

Meeting of August 9, 2017– Edits were made. **Selectman Chase made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 3-0-0.**

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Meeting of August 3, 2017– Edits were made. **Selectman Doherty made a motion to approve the minutes as amended. Chair Swenson seconded the motion. Motion passed, 2-0-1.** Selectman Chase abstained.

Town Administrator Kinmond stated Fred Quimby, chair of the water quality committee, would like to schedule another meeting with the Board of Selectmen to provide an update.

Adjourn

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

The meeting was adjourned at 8:55 pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

Attachment A

Joint New Durham Select Board / Budget Committee Meeting

FY 2018 Budget Baseline Concepts

- 1) Zero based budgeting approach in which requested funding is fully rationalized
- 2) Any department in which longevity pay has historically been a part of the budget will have this line eliminated and those receiving longevity pay will have the equivalent amount of money factored into their salary or hourly rate (i.e. no more longevity pay for any employee for 2018 and beyond).
- 3) Milfoil Committee will be renamed and natural resource water body quality (i.e. Merrymeeting River, Merrymeeting Lake, all New Durham ponds and natural rivers, etc.) will be the overall objective of the previously named Milfoil Committee. The new name for group and the account will be New Durham Water Quality Committee but will retain for accounting purposes, etc. a milfoil line with other line items added such as water testing, etc. as deemed necessary for budget and accounting purposes.
- 4) The goal for the Town's portion of the total tax rate (combined operational and Capital/ETF) impact for 2018 will be + / - 1% from FY2017. This means the operational portion of the 2018 budget before should be \leq \$2,778,750 (vs. actually voted FY2017 of \$2,751,234 or \$4.59/K) if all areas of the budget were equally impacted. Total CRF funding would be \leq \$172,000 (vs. FY17 voted of \$170,000 or \$0.42/K). Total ETF would be \leq \$61,000 (vs. FY17 voted of \$60,000 or \$0.16/K). RSMS estimated \leq \$335,000 (vs. FY17 of \$330,000;

Note: prior Select Board overly drained reserve of Road CRF and so this portion of the goal may need to be a reduced total. However, when combined with SB38 encumbered for use from FY17 the total amount of planned work for 2018 would be even more than for FY17.

- 5) Look for organizational efficiencies to save taxpayer cost and administrative redundancies.
- 6) The following budget review schedule is the planned review schedule recognizing that date modifications may be required based on completeness of

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information and / or decisions as to alignment of amounts between the Select Board and the Budget Committee.

Budget Schedule - FY 18				
Account	Account Title	BOS	Budg Com	Other
4130	Executive Office	09/27/2017 9 am	11/01/17 7 pm	Any CRF & warrant article request
4140	Town Clerk	09/27/2017 9 am	11/01/17 7 pm	
4153	Legal Expenses	09/27/2017 9 am	11/01/17 7 pm	
4150	Financial Administration	09/27/2017 9 am	11/01/17 7 pm	
4152	Assessing	09/27/2017 9 am	11/01/17 7 pm	Any CRF & warrant article request
4441	Welfare	09/27/2017 9 am	11/01/17 7 pm	
4155	Personnel Administration	09/27/2017 9 am	11/01/17 7 pm	
4194	General Government Buildings	09/27/2017 9 am	11/01/17 7 pm	
4196	Insurance (Property / Liability)	09/27/2017 9 am	11/01/17 7 pm	
4199	General Government	09/27/2017 9 am	11/01/17 7 pm	Any CRF & warrant article request
4415	Other Agencies	09/27/2017 9 am	11/01/17 7 pm	
4210	Police	10/05/2017 9 am	11/08/17 7 pm	Any CRF & warrant article request
4312	Highways & Streets	10/05/2017 9 am	11/08/17 7 pm	Any CRF & warrant article request
4324	Solid Waste	10/05/2017 9 am	11/08/17 7 pm	Any CRF & warrant article request
4240	Code Enforcement Officer / Bldg. Insp.	10/05/2017 9 am	11/08/17 7 pm	
4411	Health Officer	10/05/2017 9 am	11/08/17 7 pm	
4220	Fire	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article

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Budget Schedule - FY 18				
Account	Account Title	BOS	Budg Com	Other
				request
4290	Emergency Management	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request
4291	Forestry	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request
4520	Parks & Recreation	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request
4550	Library	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request

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Budget Schedule - FY 18				
Account	Account Title	BOS	Budg Com	Other
4901	Lands & Improvements	10/19/2017 9 am	11/29/17 7 pm	
4909	Anticipated Revenues & Tax Rate	10/19/2017 9 am	11/29/17 7 pm	
4199	Other General Government	10/19/2017 9 am	11/29/17 7 pm	
4711	Principal - LTB & Notes	10/19/2017 9 am	11/29/17 7 pm	
4721	Interest - LTB & Notes	10/19/2017 9 am	11/29/17 7 pm	
4723	Interest on TAN	10/19/2017 9 am	11/29/17 7 pm	
4915	Capital Reserve Funds	10/19/2017 9 am	11/29/17 7 pm	CRF; Dept. Heads / CIP
4916	Expendable Trust Funds	10/19/2017 9 am	11/29/17 7 pm	CRP; Dept. Heads / CIP
4902 & 4903	Capital Outlay & Equipment	10/19/2017 9 am	11/29/17 7 pm	CRF; Dept. Heads / CIP
	Improvements Other Than Buildings	10/19/2017 9 am	11/29/17 7 pm	CRF; Dept. Heads / CIP
4583	Town Historian	10/26/2017 7 pm	12/06/17 7 pm	
4195	Cemeteries	10/26/2017 7 pm	12/06/17 7 pm	
4589	1772 Meetinghouse	10/26/2017 7 pm	12/06/17 7 pm	Any CRF request
4612	Conservation	10/26/2017 7 pm	12/06/17 7 pm	
4909	Milfoil	10/26/2017 7 pm	12/06/17 7 pm	Any CRF & warrant article request
4191	Planning Board	10/26/2017 7 pm	12/06/17 7 pm	
4192	Zoning Board	10/26/2017 7 pm	12/06/17 7 pm	
4130-30	Ethics Committee	10/26/2017 7 pm	12/06/17 7 pm	
4130-50	Boodey House	10/26/2017 7 pm	12/06/17 7 pm	
	FINALIZE BUDGET	11/02/17	12/13/17 7 pm	