

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Fire Community Room  
September 27, 2017, 9:00 a.m.**

*Approved 10-04-17*

**Present**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Rod Doherty

**Also Present:**

Scott Kinmond, Town Administrator

**Call to Order**

Chair Swenson called the meeting to order at 9:03 a.m.

Chair Swenson opened the meeting with a review of the guidelines for town departments and the Town Administrator to follow in developing their draft budgets for 2018 as approved by unanimous consensus at the September 07, 2017 joint meeting of the New Durham Budget Committee and Board of Selectmen. Chair Swenson briefly explained the budget process noting it starts with the guidelines outlined by the joint meeting and then managed by Town Administrator Kinmond. After the TA and the respective department / committee heads develop their budget in collaboration with the TA the budget it goes to the Board of Selectmen and then the Budget Committee for approval. After Budget Committee decisions the budgets may come back to the Board of Selectmen for further review to determine if changes are decided to align with the Budget Committee decisions. It was noted that final budget decisions for the Deliberative Session are those of the Budget Committee.

**Public Input**

No public present.

**Agenda Review**

No changes were made to the agenda.

**New Business**

**2018 Budget Presentation & Review**

The Board reviewed the information provided for the 2017 tax rate and budget trends for prior years including 2013, 2014, 2015, 2016 and 2017. Chair Swenson explained the calculations and revenues utilized in setting the rate increase for 2017 explaining the sale of tax-deeded properties and taking from the unassigned fund balance isn't something that can be counted on every year. Selectman Chase noted there have been many years the Board of Selectmen has taken funds from the unassigned fund balances to keep the tax rates down. Town Administrator Kinmond explained some of the budget line items presented have not been ratified at this point but will be finalized over the next month.

These mostly include insurance rates, etc. He explained some anticipated increases and decreases in this year's budget due to changes in healthcare, retirement, insurance, department organization, etc. Town Administrator Kinmond gave recommendations with finding additional sources of revenue throughout the departments to help offset increase budget expenses as well as taking some lines out of the budget and putting them in to revolving funds. There was discussion of police details costs. Town Administrator Kinmond explained the expense is covered in the budget but reimbursement goes to the general fund noting generally it's a revenue-generating activity. Town Administrator Kinmond presented a suggestion for raising revenues for the highway department which a \$5 fee added onto vehicle registration as allowed by state RSA and stated many municipalities are starting to utilize this option. These new revenue opportunities will be decided upon at the time revenues are reviewed during the budget process.

#### **Account 4130 Executive Office / Administration**

The Board reviewed and discussed the department budget trend summary from 2013 - 2017.

For 2018 budget Chair Swenson noted the wages and salary lines are at the current hourly rates and any increases would come from Account 4150. It was noted the figures presented as the 2017 YTD column are year-to-date through the end of the third quarter but the column titled 2016 Actual is the Budget amount and not the Actual. The Board discussed the figures presented for the 2018 budget lines.

Chair Swenson summarized the agreed upon changes for Account 4130: change Lines 50-330, 50-551, 50-625, and 50-??? to Boodey Farmstead; Line 20-341 Telephone reduce to \$4500; Line 20-550 Printing reduce to \$4600; Line 20-560 Dues / Fees increase to \$6,250 by increasing NHMA to \$2,800 and reducing Govt Fin dues to \$100; Line 20-580 Meetings / Conferences reduce to \$2,670 due to moving NHGFOA dues to Account 4150; Line 20-625 Postage reduce to \$1215 by reducing Postage to \$1,100; Line 20-670 Books / Periodicals reduce to \$100; Line 20-820 Other reduce to \$3,900 by reducing Grant Related line to \$500.

#### **Account 4140 – Elections**

Stephanie MacKenzie, Town Clerk / Deputy Tax Collector joined the meeting to discuss the account with the Board.

After Board discussion Chair Swenson summarized the changes for Account 4140: change Line 10-620 Office Supplies to a total of \$960 by making Ink cartridges \$630 and Misc. Supplies \$3330; change Line 10-820 Mileage to total of \$1,000; change line 30-120 Election Worker Wages to \$2,700; change Line 30-690 Election Lunches to \$400. Additionally, note that Line 30-131 would consist of 3 elections and one Deliberative Session.

#### **Account 4153 - Legal**

Chair Swenson indicated he felt the \$25,000 initially budgeted is too much. He indicated that he thought \$15,000 would be sufficient especially since in 2017 only \$13,000 had

been spent to date through 09/30/17 but he would be willing to settle for \$20,000 as the 2018 budget amount. Selectman Chase did not think it was too much as there may be legal requirements unknown at this time. Selectman Doherty tended to agree with Chair Swenson but was undecided at this point. Final decision was postponed until the next budget review meeting.

**Account 4196 – Property Insurance**

Chair Swenson noted that this budget is really a given without too much opportunity for changes. There was some discussion as to how the 2018 budgeted amount of \$52,031 was derived and it was determined that the amount seems to be correct. Final decision on this budget will be made at the next budget review meeting.

**Account 4415 – Other Agencies**

Chair Swenson stated that while he is a firm believer in fiscal stewardship and use of personal funds for charitable purposes there are two varying viewpoints on this Account when it comes to use of taxpayer money. One view is recognizing that charitable agencies do provide services to New Durham and may not be as willing to provide these if the Town does not participate monetarily (pay to play). The other viewpoint is that the taxpayer should not be forced to contribute to charitable organizations not of their choice and tax payer dollars should be used for this purpose. Chair Swenson indicated he does not agree philosophically with making taxpayers contribute to charitable institutions. An additional argument he used for his position is where does one draw the line in the number of organizations receiving taxpayer money and what amount of money should be used for this purpose. Selectman Doherty stated he believes it is important to continue supporting charitable agencies. Selectman Chase suggested that due to many communities diminishing efforts in engaging community-based programs, there is a rise in negative behaviors and the lack in funding social services is having an impact on addiction issues. Final decisions on this account will be made at the next budget review meeting.

**Account 4441 - Welfare**

The Board of Selectmen reviewed and discussed account 4441. Chair Swenson noted this account can fluctuate depending on the needs of the community and the Town does not really have a large influence in what is done. Most of the information for budget purposes is based on experience as to the number of welfare recipients of Town aid and predicted fuel pricing, etc.

**Account 4153 - Assessing**

The Board discussed the potential changes with upgrading software in the future and anticipated expense with new software. Town Administrator Kinmond noted the costs for upgrading and implementing software could come from unanticipated revenue but the current budget reflects maintaining current system and services. Chair Swenson asked Town Administrator Kinmond to obtain an RFP for the upgrading software for a variety of functional needs in the Town.

**Chair Swenson made a motion to authorize the Town Administrator to prepare a RFP for software for the Town Clerk, Assessing, Tax Collection, Finance and Building Inspection and to have it reviewed by the Board of Selectmen to send out to viable software package entities. Selectman Doherty seconded the motion. Motion passed 3-0-0.**

Town Administrator Kinmond noted he has not yet found a company that can fill all the needs listed. Chair Swenson indicated that the RFP can be sent to software suppliers with the respective expertise needed but the idea is to have one RFP for all of the software needs and indicate in the RFP that the vendor should only bid on those functions within their expertise.

Review of assessing was postponed until the next meeting.

**Adjourn**

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

Meeting was adjourned at 12:00 noon.

**Future Meetings**

October 4, 2017 Regular Select Board Meeting @ Town Hall

October 5, 2017, 8:00 a.m., New Durham Fire Community Room – Budget Review

Respectfully Submitted,

Jennifer Riel, Recording Secretary