

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN MEETING
Joint Meeting with Budget Committee
August 16, 2021, 7:00 P.M.
New Durham Town Hall, New Durham, NH 03855**

Disclaimer: If technology fails, the meeting physically occurring will continue at the location above. The Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.

PRESENT

David Swenson, Select Board Chair
Dorothy Veisel, Select Board Vice Chair
Ron Uyeno, Select Board Member

ALSO PRESENT

Nicole Zoltko, Town Administrator
Terry Jarvis, Chair, Budget Committee
Mark Sullivan, Vice Chair, Budget Committee
Kenneth Fanjoy, Budget Committee
Joan Swenson, Budget Committee
Rudy Rosiello, Budget Committee
Marc Decoff, Budget Committee

CALL TO ORDER

Chair Swenson called the Select Board meeting to order at 7:00 p.m.

Chair Jarvis called the Budget Committee meeting to order at 7:00 p.m.

Town Administrator Zoltko distributed a packet prepared by Chair Swenson for review by the Board and Committee including dates for budget review meetings and background information for this meeting. This information appears as the end of these minutes as Attachment A.

Chair Jarvis stated the Budget Committee schedule has been modified somewhat as the goal was to avoid having the same people coming two or three different evenings. The public hearing for the budget will be Wednesday, January 19, 2022 with Thursday as the snow date.

Chair Swenson presented comparisons of the last few years' budgets. He stated he went back and reviewed historical figures from warrant articles since 2017 and outlined some statistics: the compound growth rate for the operating budget is 2.7%; CPI for the same dates is 1.87%. He stated some items which contributed to budget increases include wage adjustments in the last two to three years. He noted there were some revenue surpluses in these years.

The Budget Committee and Select Board reviewed the baseline concepts outlined by Chair Swenson. Chair Swenson stated they anticipate equal or above 2021 tax revenue collection; changes in budget accounts will happen due to wage adjustments made in 2021; in 2021 the Town received various federal and state funds most of which will not be repeated in FY22; the Town will receive \$130,000 to \$140,000 from American Rescue Plan Act (ARPA) funds for restricted spending in both FY21 which is unanticipated revenue and the same amount in FY22 which will need to be budgeted; FY21. The guidelines for spending the ARPA funds have been received by the Board of Selectmen.

Chair Swenson stated some of the projects proposed for FY21 and discussed at the recent public hearing include police body cameras, replacement of AED in Town facilities, removal of underground tanks on Town property, cyanobacteria mitigation, printers at Town Hall, engineering work for culvert, painting of the roads, scale for the Solid Waste Facility, consultation for ZBA and Planning Board ordinances to clear up language ambiguity and conflicts, and employee retention. Mr. Rosiello stated the State of New Hampshire signed an agreement with the State of Massachusetts to take on some solid waste so there may be opportunity for more money for materials. Town Administrator Zoltko stated the Board of Selectmen will be authorized to make designation for the use of ARPA funds.

Chair Swenson stated the Board of Selectmen tries to set the tax rates in early November each year.

Mr. Sullivan confirmed the Board of Selectmen would be advising departments to work towards level funding. Chair Swenson stated that is correct, with the exception of wages which have already been enacted by the Select Board. Chair Jarvis stated any increases need to be defended well.

The Board and Committee reviewed and discussed suggested meeting dates.

ADJOURN

Mr. Swenson made a motion to adjourn the Budget Committee portion of the meeting. Mr. Decoff seconded the motion. Motion passed 5-0-0.

The Budget Committee portion of the meeting was adjourned at 7:38 p.m.

Select Board Meeting

PUBLIC INPUT

None.

AGENDA REVIEW

Chair Swenson added under New Business: Abatement Correction; Budget Committee Representative for October Meetings.

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, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; (c) Matters 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 by or against the public body or any subdivision thereof, or by 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. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.* Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno- aye; Chair Swenson – aye. Motion passed, 3-0-0.

The Board entered nonpublic session at 7:43 p.m.

The Board reentered public session at 8:48 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the August 16, 2021 meeting for reasons that it may adversely affect the reputation of one other than the Board. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

TOWN ADMINISTRATOR’S REPORT

Town Administrator Zoltko distributed the Consent Signature Manifest for review by the Board.

NEW BUSINESS

Abatement Correction

Chair Swenson stated action was taken July 8, 2021 for Map 119, Lot 036 based on information provided by the contract assessor; however the assessment information provided was incorrect and no revised assessment was needed.

Chair Swenson made a motion to correct the Board’s decision of Map 119, Lot 036 so that the final revised assessment is \$354,800. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson stated action was taken July 8, 2021 for Map 121, Lot 005 based on information provided by the contract assessor, Cross Country Appraisal Group; however the assessment information provided was incorrect and no revised assessment or abatement was needed.

Chair Swenson made a motion to correct the Board’s decision of Map 121, Lot 005 so that the final revised assessment is \$688,900 and the corrected abatement is \$6,500 from the original assessment corrected to \$695,400. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Budget Committee Representative

Chair Swenson stated he would be unable to attend the currently scheduled October meetings of the Budget Committee.

Chair Swenson made a motion that Ron Uyeno be the Board of Selectmen representative to the Budget Committee meetings of October 20, 2021 and October 27, 2021 as part of the FY22 budget review meeting sessions. Selectman Veisel seconded the motion. Motion passed 2-0-1 (Uyeno abstained).

Impact Fee Review

Chair Swenson stated there are restricted uses and the Town has historically applied the impact fee revenues to the school portion of the tax bill. He stated available funds to apply is \$70,913.15 which reduces the tax rate to all taxpayers by about \$0.15.

Chair Swenson made a motion to apply the available impact fees as shown at the August 16, 2021 Board of Selectmen meeting, approximately \$70,913.58, to go to the Governor Wentworth School District New Durham tax application. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Trust Fund Changes

Chair Swenson stated the Trustees of the Trust Funds have requested the Board reference account names instead of account numbers.

Chair Swenson made a motion to change the motion originally made and authorize the amount of \$4,183 to Weston and Sampson Engineers for engineering services for storm water management on 309 South Shore Road. Said expense to come from Road Construction CRF Account 01-5000-10-082. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Chair Swenson made a motion to change the motion originally made and authorize the purchase of an excavator from CAT of Milton, NH with a bid received in the amount of \$102,500. Said expense to come from the CRF Highway Equipment Purchase in the amount of \$70,000 and CRF SWF in the amount of \$32,500. Selectman Veisel seconded the motion. Motion passed 3-0-0.

OLD BUSINESS

Chair Swenson stated applications have been received for the Town Clerk position; interviews will be taking place in the next week. He stated they hope to have the position filled within the next two to four weeks.

Cyanobacteria Mitigation Steering Committee Update (CMSC)

Chair Swenson stated this committee is a collaboration between the Town of Alton and New Durham and an account was set up for tracking the expenses incurred for this project. He stated Fred Quimby has needed to turn over some of the responsibilities with his role in this committee. The Town of New Durham is a fiscal agent for the CMSC. Chair Swenson stated they are in the

process of reconciling the budget and expenses for this account; there is a New Durham \$20,000 CRF transfer originally planned but the funds have not yet been transferred to the CMSC account and asked Town Administrator Zotlko to look in to meeting minutes for confirmation that the action was taken.

Chair Swenson outlined the original budget for this project: \$20,000 from the Town of Alton; \$20,000 from the Town of New Durham; \$20,000 from New Hampshire Fish and Game Department grant, and \$10,000 from Merrymeeting Lake Association. He stated they will have some questions for the auditors but hope to have this reconciliation complete by the end of August.

DPW Update – Birch Hill Road

Chair Swenson stated the Birch Hill culverts are completed; the paving is planned for September after Labor Day. He stated about \$947,000 was put in to road construction this year, with Birch Hill Road work being about 1/3 of that. Selectman Veisel commended the Highway Department for their work on Birch Hill Road to date.

American Rescue Plan Act (ARPA) Funds

Chair Swenson suggested they prioritize the projects for the 2021 funds being received as well as plan the priorities for 2022 funds. He outlined the suggested projects and costs:

- Police body cameras, \$25,000 - \$20,000
- AED Update, average of \$1,650 to \$2,199 per unit (8 possible units)
- Removal of underground tanks, \$3,435 per tank (2 tanks)
- Town Hall printers, \$1,200

The Board discussed possible projects for 2022:

- Clear culverts for storm water management / engineering plan
- Road painting
- Scale for Solid Waste Facility

APPROVAL OF MINTUES

Meeting of July 22, 2021 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Selectman Uyeno seconded the motion. Motion passed 3-0-0.**

Meeting of August 2, 2021 – Edits were made. **Selectman Veisel made a motion to approve the minutes as amended. Selectman Uyeno seconded the motion. Motion passed 3-0-0.**

CIP Meeting / Space Needs Meeting

Selectman Veisel stated that in the process of writing her summary of the space needs study, she noticed a property she owns is listed for consideration on the space needs study; she asked if she should recuse herself from the discussion. Chair Swenson suggested she could recuse herself from that portion of the discussion. Selectman Uyeno stated he would attend the meeting as the Board of Selectmen representative if the Board wishes. The Board agreed to that change.

Other

Selectman Veisel stated New Durham Day was a great success with a great turn out. She commended everyone who made the day possible, including Cindy McDade and Celeste Chasse.

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, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;* Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno- aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board entered nonpublic session at 9:44 p.m.

The Board reentered public session at 10:11 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the August 16, 2021 meeting for reasons that it may adversely affect the reputation of one other than the Board. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. 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 10:13 p.m.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary

ATTACHMENT A

Joint Meeting –

New Durham Select Board / Budget Committee

FY22 Budget

August 16, 2021

Budget Schedule - FY2022

Joint BOS & BC Meeting 08/16/21 Overall Budget; 11/17/21 CRF-ETF; Department Budgets due to TA by 09/10/21				
Account	TITLE	BOS	Budg. Com.	Other
4130	Executive Office	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4140	Town Clerk	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4150	Financial Administration	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4152	Assessing	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4240	Code Enforcement Officer / BI	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4411	Health Officer	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4441	Welfare	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4153	Legal Expenses	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4191	Planning Board	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4192	Zoning Board	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4196	Insurance (Property Liability)	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4612	Conservation	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4711	Principal - LTB & Notes	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4721	Interest - LTB & Notes	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4722	Lease	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4723	Interest on TAN	09/27/21 - 6:00 pm	10/13/21 7:00 pm	
4583	Town Historian	09/27/21 - 6:00 pm	10/20/21 7:00 pm	
4155	Personnel Administration	09/28/21 - 8:30 pm	10/13/21 7:00 pm	
4194	General Government Buildings	09/28/21 - 6:00 pm	10/13/21 7:00 pm	
4195	Cemeteries	09/28/21 - 6:10 pm	10/20/21 7:00 pm	
4199	General Government	09/28/21 - 6:15 pm	10/20/21 7:00 pm	
4199	Other General Government	09/28/21 - 6:25 pm	10/20/21 7:00 pm	
4415	Other Agencies	09/28/21 - 8:00 pm	10/20/21 7:00 pm	
4520	Parks & Recreation	09/28/21 - 6:50 pm	10/20/21 7:00 pm	
4550	Library	09/28/21 - 7:10 pm	10/20/21 7:00 pm	
4915-10-072	Water Quality	09/28/21 - 6:30 pm	10/20/21 7:00 pm	
4589	1772 Mtghouse	09/28/21 - 7:30 pm	10/20/21 7:00 pm	
4589	Boodey Farmstead	09/28/21 - 7:45 pm	10/20/21 7:00 pm	
4210	Police	09/29/21 - 6:00 pm	10/27/21 7:00 pm	
4220	Fire	09/29/21 - 6:45 pm	10/27/21 7:00 pm	
4290	Emergency Management	09/29/21 - 7:30 pm	10/27/21 7:00 pm	
4291	Forestry	09/29/21 - 7:40 pm	10/27/21 7:00 pm	
4312	Highways & Streets	09/29/21 - 7:50 pm	10/27/21 7:00 pm	
4324	Solid Waste	09/29/21 - 8:35 pm	10/27/21 7:00 pm	
4909	Anticipated Revenues & Tax Rate	11/08/21 - 6 pm	11/17/21 7:00 pm	
4901	Lands & Improvements	11/08/21 - 6 pm	11/17/21 7:00 pm	CRF; Dept. Heads / CIP
4915	Capital Reserve Funds	11/08/21 - 6 pm	11/17/21 7:00 pm	CRF; Dept. Heads / CIP
4916	Expendable Trust Funds	11/08/21 - 6 pm	11/17/21 7:00 pm	CRF; Dept. Heads / CIP
4902 & 4903	Capital Outlay & Equipment	11/08/21 - 6 pm	11/17/21 7:00 pm	CRF; Dept. Heads / CIP
	Improvements Other Than Buildings	11/08/21 - 6 pm	11/17/21 7:00 pm	CRF; Dept. Heads / CIP
	FINALIZE 2022 BUDGET - BoS	11/15/21	11/24/21	This is a not later than date for BoS to allow any follow-up additional info needed
	Joint Budget Committee / BoS Mtg.	08/16/21	08/16/21	
	Joint Budget / BoS Mtg. - CRF / ETF	11/08/21	11/08/21	
	Last Date To Post Warrant & Budget	01/31/22	01/31/22	BoS Responsibility
	Budget 2022 Public Hearing	01/19/22	01/19/22	Snow Date 01/20/22
	Deliberative Session	02/07/22	02/07/22	Snow Date 02/08/22
	Town Vote - SB2 2nd Session	03/08/22	03/08/22	Official Ballot Vote

August 17, 2021

FY 2022 Budget Baseline Concepts

- 1) All FY22 Budget requests are fully rationalized.
- 2) Outside of wage lines level funding is expected for most Operating Budget line items.
- 3) Expected property tax revenues to be equal to or above FY21 actuals; expect FY22 budget changes in virtually all accounts with perhaps the exception of Principle / Interest on Notes and Lease.
- 4) During FY20 and FY21 the Town received various federal / state monies such as GOFERR, ARPA, etc. allowing additional spending from non-property tax revenues. In FY22 the Town will receive approximately \$130K to \$140K (ARPA) for restricted spending which will need to be in the FY22 budget. Spending determined by Select Board for FY21 and FY22 according to terms of acceptance.
- 5) Discussion on FY22 Budget for Elections & Registration (Town Clerk), Finance / Assessing, Code Enforcement / Building Inspector, and other selected accounts may need some extensive discussions. During FY21 the Select Board has made wage adjustments in most Town Departments to keep current with market needs causing upward budget needs from FY21. Additionally, we may look at Head Count in Town Hall and the split between FT and PT employees.
- 6) Any line item increases for FY22 compared to FY21 Budget in most of the accounts will be attributable to wage adjustments and the corresponding FICA, retirement, other benefits, etc. that track wage changes that directly result from actions done in FY20 and FY21.
- 7) Select Board review schedule on operational accounts (numbered below 4900) expected to be done by early-October 2021 (See tentative schedule previously sent.) Budget Committee review schedule expected to be complete by end of October 2021.
- 8) Joint Meeting between Budget Committee and Select Board for CRF / ETF discussions on 11/08/21. Select Board CRF / ETF discussions expected to start in early November.

**Town of New Durham
2021 Budget Committee Budget**

Dept. Account #	Department Account Name	2020 Budget	2021 Budg. Com. Approved	FY20- FY21 % Diff	FY20 - FY21 \$ Diff
4130	Executive Office	\$214,399	\$209,292	-2.38%	(\$5,107)
4140	Elections & Registrations	\$145,225	\$153,862	5.95%	\$8,637
4150	Financial Administration	\$134,158	\$138,059	2.91%	\$3,901
4152	Assessing	\$103,915	\$77,414	-25.50%	(\$26,501)
4153	Legal	\$15,000	\$20,000	33.33%	\$5,000
4155	Personnel Administration	\$38,634	\$39,282	1.68%	\$648
4191	Planning Board	\$6,152	\$4,952	-19.51%	(\$1,200)
4192	Zoning Board	\$1,991	\$3,681	84.88%	\$1,690
4194	General Govt Buildings	\$28,938	\$25,858	-10.64%	(\$3,080)
4195	Cemetery	\$2,990	\$2,380	-20.40%	(\$610)
4196	Insurance	\$53,632	\$58,277	8.66%	\$4,645
4199	Other General Govt	\$9,601	\$9,529	-0.75%	(\$72)
4210	Police Dept.	\$582,198	\$622,171	6.87%	\$39,973
4220	Fire Dept.	\$252,237	\$245,982	-2.48%	(\$6,255)
4240	Building Inspector	\$48,822	\$46,522	-4.71%	(\$2,300)
4290	Emergency Management	\$552	\$552	0.00%	\$0
4291	Forestry	\$12,856	\$12,295	-4.36%	(\$561)
4312	Highway Dept.	\$908,694	\$899,550	-1.01%	(\$9,144)
4324	Solid Waste	\$305,853	\$325,739	6.50%	\$19,886
4411	Health Officer	\$2,379	\$2,391	0.50%	\$12
4415	Other Agencies	\$7,546	\$7,000	-7.24%	(\$546)
4441	Welfare	\$17,204	\$16,756	-2.60%	(\$448)
4520	Recreation	\$72,021	\$63,696	-11.56%	(\$8,325)
4583	Town Historian	\$200	\$488	144.00%	\$288
4589	Culture and Recreation	\$10,401	\$6,665	-35.92%	(\$3,736)
4612	Conservation	\$1,795	\$1,477	-17.72%	(\$318)
4711-4721-4723	BONDS	\$100,358	\$105,645	5.27%	\$5,287
Sub- Total TOWN OPERATING BUDGET		\$3,077,751	\$3,099,515	0.71%	\$21,764
			Library Trustees		
4550	Library	\$132,311	\$125,819	-4.91%	(\$6,492)
Total - TOWN OPERATING BUDGET + LIBRARY		\$3,210,062	\$3,225,334	0.48%	\$15,272
Revenue	Revenue	\$1,096,063	\$993,632	-9.35%	(\$102,431)



