

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN MEETING
November 8, 2021
Select Board Meeting Starting 6:00 P.M.
Joint Meeting Starting 7:00 P.M.
New Durham Town Hall, New Durham, NH 03855**

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Join Zoom Meeting: <https://us02web.zoom.us/j/85159748871?pwd=WDU2ejVpL0NPRDlyYkg0Mkx6UGpDdz09> Meeting ID: 851
5974 8871 Passcode: 713085 One tap mobile +13017158592,,85159748871#,,,,*713085# US (Washington DC)*

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

ALSO PRESENT

Nicole Zoltko, Town Administrator
Anina Soucy, Finance Manager
David Bickford, Resident – via Zoom

BUDGET COMMITTEE (Joined Meeting for 7 p.m. Joint Session)

Terry Jarvis, Chair, Budget Committee
Marc DeCoff, Budget Committee
Joan Swenson, Budget Committee
Mark Sullivan, Vice Chair, Budget Committee – via Zoom
Rudy Rosiello, Budget Committee – via Zoom

CALL TO ORDER

Chair Swenson called the meeting to order at 6:00 p.m.

APPOINTMENTS/ANNOUNCEMENTS

PUBLIC INPUT

David Bickford, resident, noted the v-plow at the Highway Department has not been set up yet. Town Administrator Zoltko stated Department of Public Works is working on getting the right size lettering; painting is planned as well as plans for installing a flagpole in the area. She stated the goal is to have the project finished in the Spring 2022.

AGENDA REVIEW

Chair Swenson added under New Business: Deposit Transfer Authority.

Selectman Veisel stated it was brought to her attention that notifications for meeting agendas are not indicated on the Town website. Town Administrator Zoltko explained they are in the process

of training staff at Town Hall on use of the website; uploading agendas is not something the staff are used to doing at this time.

NEW BUSINESS

Deeding for 2021

Chair Swenson stated the Town Clerk has requested to postpone the deeding until next year; he stated he is not in favor of that. He explained any time a property is deeded it increases the burden for remaining tax payers and it is a critical town transaction. After discussion, the Board agreed to request a complete list of tax deeded properties for review at the next meeting. Chair Swenson stated he would also like justification for delaying the process.

Supervisors of the Checklist

Town Administrator Zoltko explained there are currently three vacancies with one looking to resign due to likely being unavailable to fulfill the duties.

Yield Tax Operation

The Board reviewed the yield tax applications. Chair Swenson noted the Assessing Clerk indicated a timber tax was not paid and current landowners were notified.

Chair Swenson made a motion to follow the advice given in the Assessing Clerk's outline reviewed by the Board on November 8, 2021 with the stipulation the time period for the payment of past due timber tax will be 30 days for Map 101, Lot 015 and Map 221, Lots 002 and 003; the total amount of \$14.56. Selectman Veisel seconded the motion. Motion passed 3-0-0.

RFP Integrated Software

Chair Swenson stated an RFP was approved by the Board; one response was received before the deadline today. He stated the Board has the option to extend the deadline and reach out to other companies or review the bid and decide on the single bid. Town Administrator Zoltko stated it may be appropriate to extend the deadline but emails or phone calls were received indicating interest by any other companies. The Board by consensus agreed to not close the RFP at this time.

Chair Swenson made a motion to extend the due date for the IT software package pending Board of Selectmen review of the current submission and other responses. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Supervisor of the Checklist

Chair Swenson read the request for the anticipated position and the responsibilities of the position into the record. He stated they need to verify the date of term expiration(s) for the positions. The Board agreed to have Town Administrator Zoltko post the position with the changes noted.

Authorization of Transfer Authority

Chair Swenson explained this authority is needed whenever there is a change in employees. The Board reviewed the outline of designations.

Chair Swenson made a motion to approve the authorization of transfer authority as outlined from the Town Treasurer dated November 3, 2021 and reviewed by the Board on November 8, 2021. Selectman Veisel seconded the motion. Motion passed 3-0-0.

Additional ARPA Funds

Town Administrator Zoltko stated they received an email in late October explaining there is potential for every community in New Hampshire to receive an additional \$50,000; she stated it is matching funds through the grant; 90% of the funds are reimbursed by the State for qualified safety related equipment purchases, up to \$50,000. She stated she discussed this with the Police and Fire Departments; the Police Chief will be supplying information and costs on outfitting a cruiser. Town Administrator Zoltko stated she is also looking into updated radios for the Fire Department with the old ones going to DPW. She stated the matching funds is a decision which must be made by the Board. She distributed the full five year contract for the body cameras for review by the Board.

OTHER BUSINESS

Employee Health Insurance Update

Town Administrator Zoltko stated they have talked with two insurance companies regarding insurance plans; she stated rates went up about 7.3% with the current insurance provider for FY22. She indicated a concern with the increase in rates and no benefit improvements; she met with both companies and believes she was able to negotiate a better rate and better benefits with an alternative company. She is still conducting more research regarding the rates and benefits and asking for staff input. A decision will be made by next Wednesday and will be brought to the board at the next meeting.

OTHER

Chair Swenson stated Town Administrator Zoltko was notified today that emergency repairs are needed to the water supply system in the Copple Crown Village District. It is unclear at this time how this Village District issue may impact tax rates, etc.

Chair Swenson stated notice was received from New Hampshire Department of Revenue Administration (DRA) that the total amount assessed for the 2022 State Education Tax Rate will be \$742,007; this is based on the equalized tax rate without utilities of \$1.23 per thousand using valuation without utilities amount of \$603,257,970 per DRA.

Joint Meeting with Budget Committee

Chair Jarvis opened the Budget Committee portion of the joint meeting at 7:03 p.m. with the Select Board meeting already in session. Roll call was taken for Budget Committee members present at Town Hall as well as via Zoom. She stated the Capital Improvement Planning

Committee were requested to fund 62 projects totaling \$1,375,226; about 76% of the projects were approved.

Chair Swenson stated the total ETF and CRF budget amount of 2019 was \$369,000; 2020 was \$330,000; 2021 was \$254,500 and the requested for 2022 is \$618,000. A summary outline of the accounts was reviewed.

There was discussion about the fuel depot; Town Administrator Zoltko suggested someone go over the details for the fuel depot she can see if it can somehow be connected to ARPA funding. Chair Jarvis stated there are concerns about the age of the tanks and it could be a safety situation both with ground water and if there is a severe winter storm situation. Chair Swenson stated there is some 2021 money from ARPA which may be able to be applied. He asked Town Administrator Zoltko to confirm which CIP requests may be covered with ARPA funds and then determine how much the overall CIP request would be reduced.

Chair Jarvis suggested they put the funds for gravel in the operation budget as opposed to the CRF since it is an expense used every year. Mr. Rosiello and Mr. Sullivan agreed. She asked Ms. Soucy that change be made to the operational budget and add it to the agenda for the Budget Committee meeting of November 17, 2021.

Ms. Swenson asked for discussion on why the CRF / ETF requests went up so much. Chair Jarvis stated it is an increase of what has been funded the last couple years; the numbers were determined by looking at what equipment needs replacement over the next ten years and the cost was divided over the ten year period. Mr. Sullivan explained the charter of the CIP is to hear all the wishes from the departments then present to the other boards for evaluation; it is not to question validity or justifications. Mr. Uyeno stated CIP is an advisory capacity to the Town.

Ms. Swenson noted the costs for milfoil were significantly reduced; Chair Swenson explained the water quality of numerous waterbodies significantly improved and the amount of treatment which was needed has been reduced.

Mr. Rosiello left the meeting at 7:40 p.m.

The Board and Budget Committee discussed whether there are some line items which are more critical than others; Chair Swenson noted it is also important to consider the balances of the CRF accounts in conjunction with the requests and future plans.

Chair Jarvis stated the CIP did not recommend increasing the CRF amount for the Meetinghouse; she stated they recognize work needs to be done to preserve the structure but it was the consensus that the funding should be private and grant funding. Chair Swenson noted there is a balance of \$60,000 in the Meetinghouse CRF; there is funds to do the roof work.

There was discussion about the CRF request amount for Parks and Recreation. Town Administrator Zoltko explained the Parks and Recreation Director has been working on goal setting and long term planning and has a more detailed outline of the plans which was submitted for review.

There was review and discussion about the proposed shift coverage for the Fire Department. Chair Jarvis noted the suggestion was to have two EMTs five days a week. Town Administrator Zoltko confirmed the proposal was covered by Account 4220 line 259. Chair Swenson noted per Fire Chief Varney it would take a few months to implement. He noted part of the changes include changes in the type of staffing.

No other major recommendations were developed during this joint meeting. The Select Board will continue work on developing the recommended CRF / ETF amounts to appear on the Warrant.

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

The Budget Committee meeting was adjourned at 8:16 p.m. with Budget Committee members leaving meeting.

Account 4916 Expendable Trust Funds

The Select Board reviewed the proposed Expendable Trust Fund account for the FY 2022 budget.

Chair Swenson made a motion to approve Expendable Trust Fund account 4916 in a total amount of \$60,000 for the FY 2022 budget with the following breakdown:

- **Accrued Benefits Liability at \$15,000**
- **Town Buildings & Improvements at \$20,000**
- **Records Management at \$5,000**
- **Computer Systems & Office Equipment at \$20,000.**

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, 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.* 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 8:52 p.m.

The Board reentered public session at 9:14 p.m.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the November 8, 2021 meeting for reasons that it may adversely affect reputation of one other than the Select Board. Selectman Veisel seconded the motion. Roll Call Vote: Selectman Veisel – aye; Selectman Uyeno – aye; Chair Swenson – aye. Motion passed 3-0-0.

ADJOURN

**Selectman Veisel made a motion to adjourn. Selectman Uyeno seconded the motion.
Motion passed 3-0-0.**

The meeting was adjourned 9:17 p.m.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary