

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
September 27, 2021, 6:00P.M.
Town Hall, New Durham, NH 03855**

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.

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Meeting ID: 895 4242 3780 Passcode: 947783

One tap mobile

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PRESENT

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

ALSO PRESENT

Nicole Zoltko, Town Administrator
Anina Soucy, Finance Manager
Ellen Phillips, resident
Terry Jarvis, resident – via Zoom
John Laurie, Ethics Committee
Kathleen Blaney, Finance Manager
Alicia Housel, Finance Assistant/Assessing
Shannon Feger, Town Clerk

CALL TO ORDER

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

APPOINTMENTS/ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

2022 BUDGET REVIEW

The Board reviewed and discussed the summary of budget accounts and proposed budget requests for FY 2022; Chair Swenson stated all wages increases will appear in Account 4155.

Account 4130 Executive Office

The Board reviewed the proposed budget. Chair Swenson stated there are some decreases in this account due to changes with Town Administrator position but increases due to wage increases in the Administrative Assistant lines. Town Administrator Zoltko explained there has been a significant increase in the number of Planning Board and Zoning Board meetings which contributes to the increase in the recording secretary line. It was noted there was also a significant increase in the land use administrative lines due to an increase in hours for the position.

Chair Swenson noted the 2021 budget for Ethics was zero and proposed in 2022 was \$770. Town Administrator Zoltko stated there was zero expended in 2021, noting there were no training expenditures in that line due to COVID-19.

Selectman Veisel made a motion to approve account 4130, Executive Office, for FY 2022 Budget in the amount of \$228,604. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4140 Elections and Registrations

The Board reviewed the proposed budget. Chair Swenson noted the total budget is slightly down from 2021.

Selectman Veisel made a motion to approve account 4140, Elections and Registrations, for FY 2022 Budget in the amount of \$150,496. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4150 Finance Administration

The Board reviewed the proposed budget. Chair Swenson stated adjustments were made to wages and FICA.

Selectman Veisel made a motion to approve account 4150, Finance Administration, for FY 2022 Budget in the amount of \$183,152. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4130 Executive Office

Chair Swenson stated the 2021 budget was \$134,158 and the 2021 proposed budget is \$138,059. The Board reviewed the proposed budget.

Selectman Veisel made a motion to approve account 4140, Elections, for FY 2022 Budget in the amount of \$228,604. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4152 Assessing

The Board reviewed the proposed budget. Town Administrator Zoltko noted the new contract assessor chosen by the Board helps keep the contract rate lower and there was a part-time employee for the assessing assistant which was replaced at a starting wage.

Selectman Veisel made a motion to approve account 4152, Assessing, for FY 2022 Budget in the amount of \$75,404. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4240 Building Inspector

The Board reviewed the proposed budget. Chair Swenson stated there was a transition in building inspectors; an increase in hours and wage rate so most of the changes are due to this. There was also an increase in the deputy wage rate. Town Administrator Zoltko stated the Building Inspector is handling more cases and is doing more inspections, resulting in higher mileage calculations.

Terry Jarvis, Zoning Board of Adjustment chair, encouraged the Board to give the Code Enforcement/Building Inspector as many hours as are needed and explained the Board frequently refers back to this position.

Selectman Veisel made a motion to approve account 4240 Building Inspector, for FY 2022 Budget in the amount of \$77,097. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4411 Health Officer

The Board reviewed the proposed budget.

Selectman Veisel made a motion to approve account 4411, Health Officer for FY 2022 Budget in the amount of \$2,391. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4441 Welfare

The Board reviewed the proposed budget.

Selectman Veisel made a motion to approve account 4441, Welfare for FY 2022 Budget in the amount of \$16,772. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4153 Legal

Chair Swenson stated the 2021 budget was \$20,000 and the 2022 proposed budget is \$26,600. He stated the amount remaining in the budget year-to-date is about 6%.

The Board reviewed the proposed budget. Town Administrator Zoltko stated there was a request from the Planning Board chair for an additional 30 hours for legal, which comes to \$6,600. She recommended a \$5,000 to \$10,000 increase for this line; she stated she consulted with other Municipal Managers and found the range for municipalities in this area is from \$30,000 to \$45,000. She also explained that in 2022 New Durham will continue to pay legal fees towards the cable consortium until the updated contract is settled.

Selectman Veisel made a motion to approve account 4153, Legal, for FY 2022 Budget in the amount of \$25,000. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4191 Planning Board

Chair Swenson stated the 2021 budget was \$4,952 and the 2022 proposed budget is \$7,643. The Board reviewed the proposed budget. Chair Swenson stated the main increase is with advertising but those costs are offset by fees collected.

Selectman Veisel made a motion to approve account 4191, Planning Board, for FY 2022 Budget in the amount of \$7,643. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4192 Zoning Board

Chair Swenson stated the 2021 budget was \$3,681 and the 2022 proposed budget is \$11,086. The Board reviewed the proposed budget. Chair Swenson stated the main increase is with advertising and postage, but those costs are offset by fees collected.

Ms. Jarvis stated as of June 30 they are recovering costs through applicant fees. She stated the budget is based on 30 cases but year-to-date they are already at case 26 for this year.

Selectman Veisel made a motion to approve account 4192, Zoning Board, for FY 2022 Budget in the amount of \$11,086. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4196 Insurance

Chair Swenson stated the 2021 budget was \$58,277 and the 2022 proposed budget is \$63,905. The Board reviewed the proposed budget. Approval was postponed until year-to-date data could be presented for review.

Account 4612 Conservation

Chair Swenson stated the 2021 budget was \$14,477 and the proposed budget is the same. The Board reviewed the proposed budget.

Selectman Veisel made a motion to approve account 4612, Conservation for FY 2022 Budget in the amount of \$14,477. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4711 Interest on Bonds

The Board reviewed the proposed budget. Chair Swenson noted a bond was paid off in fiscal year 2021.

Selectman Veisel made a motion to approve account 4711, Interest on Bonds, for FY 2022 Budget in the amount of \$60,000. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4721 Principal on Bonds

Chair Swenson stated the 2021 budget was \$105,646 and the 2022 proposed \$2,107. The Board reviewed the proposed budget. Chair Swenson noted a bond was paid off in fiscal year 2021.

Selectman Veisel made a motion to approve account 4721, Principal on Bonds, for FY 2022 Budget in the amount of \$2,107. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4722 Lease Payments

The Board reviewed the proposed budget. Chair Swenson stated the lease will be paid off in 2021.

Selectman Veisel made a motion to approve account 4722, Lease Payments for FY 2022 Budget in the amount of \$1. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4723 Principal and Interest TAN

The Board reviewed the proposed budget. Chair Swenson stated there was \$3,031 in TAN interest and explained the proposed budget is to keep a dollar amount in the line.

Selectman Veisel made a motion to approve account 4723, Principal and Interest TAN for FY 2022 Budget in the amount of \$2. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Purchase Orders

The Board reviewed the purchase orders presented. Chair Swenson stated the expenditures are for the Birch Hill project for chipsealing for \$247,680.60 with crack sealing for \$8,000. Town Administrator Zoltko noted this does not include the paving work and there is a possibility the work could be pushed off until next year but they are working hard to make sure it gets done this year. At this point the paving is scheduled for mid-October.

Chair Swenson made a motion to approve purchase order #2801 in the amount of \$255,680.60 to All State Construction, Inc. of Sutherland, MA for the Birch Hill Road project, with funds to come from account 01-4901-01-081. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Chair Swenson made a motion to approve purchase order #2745 in the amount of \$15,400 to Chuck McKay of New Durham, NH for screened winter sand with funds to come from account 4312-663. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Appointments

Town Administrator Zoltko stated Ellen Philips is interested in becoming a member of the 1772 Meetinghouse committee and confirmed a volunteer application was submitted. Chair Swenson

stated he would also like input from the respective committee. This was postponed to a future meeting.

The Board reviewed a request for removing property from current use status; Chair Swenson noted the request is for a lot that is 20.58 acres and they are looking to remove 4.4 acres from Current Use.

Chair Swenson made a motion to approve Map 234, Lot 041 to remove 4.4 acres from Current Use to the applicant's requested use with the understanding there is a land use change tax of \$9,000. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

The Board reviewed a request for veteran's tax credit. Chair Swenson stated it was confirmed the applicant meets the veteran requirements.

Chair Swenson made a motion to approve the Veteran Exemption for Map 252, Lot 026. 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; (b) The hiring of any person as a public employee; (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 7:52PM.

The Board reentered public session at 8:53PM.

Chair Swenson made a motion to seal the minutes of the nonpublic session of the September 27, 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.

FUTURE MEETINGS

September 28, 2021, 6:00PM

September 29, 2021, 6:00PM

October 12, 2021, 6:00PM

ADJOURN

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

The meeting was adjourned 8:55PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary