

**TOWN OF NEW DURHAM
BOARD OF SELECTMEN
September 28, 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.

Public can join Virtual Access via Zoom Meeting

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880 7361 3550 Passcode: 436288 One tap mobile +16465588656,,88073613550#,,, *436288# US (New
York)*

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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
Cathy Orlowicz, Town Historian
Crissa Evans, ZBA Member
Jaymie Chagnon, Meals on Wheels Director
Julie Reynolds, CEO Cornerstone VNA
Rick Goodrich, Cemetery Trustee
Fred Quimby, Resident
Celeste Chasse, Director of Parks and Recreation
Richard Leonard, Library Trustee
Bob Bickford, Resident- Via Zoom
Pat Mitchell, Resident
John Michaud, Resident
Bill Meyer, Library Trustee
Caitlin Frost, Library Director
Dan Hinchey, Resident
Kathleen Blaney, Welfare/other agencies representative
Alicia Housel, Finance Assistant
Rudy Rosiello, Resident
Zachary Porter, Kingswood Youth

CALL TO ORDER

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

APPOINTMENTS/ANNOUNCEMENTS

None.

PUBLIC INPUT

None.

AGENDA REVIEW

Chair Swenson added under New Business: Account 4196, Insurance; revisit Board changes from accounts approved at the last meeting. Chair Swenson stated more health insurance data was received since approved last night and slight changes were made.

Account 4195 Cemeteries

The Board reviewed the proposed budget. Chair Swenson noted the proposal is flat funded from 2021. Ms. Soucy explained there were funds transferred back to the Highway account for maintenance work done by employees in previous years. It was explained the FICA and Medicare costs are also coming out through wages. Town Administrator Zoltko stated it will be the same with other accounts where employees do work as opposed to contract work. The figures were recalculated to accurately reflect the expenses for the account.

Selectman Veisel made a motion to approve account 4195 Cemeteries for FY 2022 Budget in the amount of \$2,500. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4583 Town Historian

Chair Swenson stated the FY 2020 budget \$488; the proposed requested amount for FY 2022 is \$488. The Board reviewed the proposed budget.

Cathy Orlowicz, Town Historian, stated she does not need to order flags and she has pre-purchased flags for next year and her budget request is reduced as a result. She stated next year is New Durham's 260'th Anniversary and she is hoping to take some archives out of the vault for display during the events so there would be some costs for setting up a display.

Selectman Veisel made a motion to approve account 4583 Town Historian for FY 2022 Budget in the amount of \$351. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4589 Boodey Farmstead Committee

The Board reviewed the proposed budget.

Cathy Orlowicz, chair of the Boodey Farmstead Committee, gave a presentation outlining the committee's proposals. She explained they reviewed the space needs study and utilized it to show how the Boodey Farmstead project could be used to meet some space needs for the town.

She stated the space would be larger than the improvements being proposed at Town Hall; it could also potentially be utilized for elections and confirmed the barn meets the space requirements per RSA for elections. Ms. Orlowicz noted that to date, the committee has received \$6,000 in donations this year, without solicitation. A campaign letter will be going out soon. The committee has been participating in fundraising seminars and Ms. Orlowicz stated they are putting plans together for fundraising events next year. She stated they are requesting \$4,000 for contracted services to assess the timbers for the barn.

Selectman Veisel made a motion to approve account 4589 Boodey Farmstead Committee for FY 2022 Budget in the amount of \$4,915. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4415 Other Agencies

The Board reviewed the proposed budget. Chair Swenson stated a majority of this account is from the interest of a trust given to the Town years ago; he stated they need to have the Trust of the Trust Funds verify the balance of the interest amount. He explained if the interest funds aren't there, it has to be funded by taxes.

Zachary Porter, Director as Kingswood Youth Center, gave an overview of the request for \$1500 along with the services provided to youth through the center. He stated services have been expanded through the pandemic, including after school, summer and vacation programs, a mentoring program, lunch and assistance programs. A food pantry was also setup at the center.

Jamie Chagnon, Meals on Wheels, stated they served 13 New Durham residents over the past year; she stated due to the pandemic they have tried to ensure people have extra food on hand and explained they are anticipating increased costs of foods by \$0.62 per meal this year.

Julie Reynolds, CEO of Homehealth VNA, stated they serve about 100 patients per year in the Town of New Durham; they are requesting level funding of \$1,000 which goes towards costs for uninsured and underinsured patients. She explained they do a lot of community outreach as well, including COVID care for homebound patients, remote visits and daily monitoring.

Kathleen Blaney stated representatives couldn't be present for the Haven organization; she explained that their services include help and shelter for domestic and abuse victims.

Chair Swenson stated he is not in favor of funding for CAP as there is no representative present to explain their program and funding and no information was submitted; he also wants to have approval contingent on verification funding can be provided through the trust fund. The Board agreed.

Selectman Veisel made a motion to approve account 4415 Other Agencies for FY 2022 Budget in the amount of \$5,500 broken down as follows: VNA \$2,000; Kingswood Youth Center \$1500, Haven \$500, Meals on Wheels \$1500. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4199 Water Quality

The Board reviewed the proposed budget.

Fred Quimby explained the funds will cover testing and monitoring of five sites around Town. He explained the work which has been done at the fish hatchery over the last year which including clean out and dredging; people are commenting on the improvements and the improved water quality. He stated the phosphorus numbers have been going down so there is a real affect. He outlined data of water testing from all swimmable ponds and all have stabilized; the also did deep water testing, noting there was only a single cyanobacteria bloom in Marches Pond. Mr. Quimby explained some occurrences on Merrymeeting Lake including a fish die off, iron ore runoff, and a bloom caused by lawn fertilizer runoff. He explained some of the funds being requested would be to hire students to do some of the testing work.

Selectman Veisel made a motion to approve account 4199-1-500 Water Quality for FY 2022 Budget in the amount of \$8,215. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4589 1772 Meetinghouse Committee

Chair Swenson noted the total budget for 2020 was \$1750. The Board reviewed the proposed budget.

Bob Bickford, 1772 Meetinghouse Committee stated the roof put on the meeting house in the 1980s has started to fail; there are places where shingles are collapsing and leaking. He stated they purchased heavy duty tarps but don't expect those to last more than a year; he explained they contacted contractors for estimates which came back around \$12,000. Mr. Bickford stated there would also need to be repairs to timbers in the next phase which includes removing the roof before redoing the shingles. He stated they are eligible for LCHIP grants at 50% and they are working on researching other funding sources. However many would require creating a historic district to be eligible for additional grants. Mr. Bickford stated they have been offered a grant with the New Hampshire Preservation Society but matching funds of \$4500 would be needed. Mr. Bickford explained the lines for utilities and maintenance which they are requesting level funding. He stated banners were donated and they use these during fundraising events, open houses and New Durham Day. There was an increase to the events line as they are planning additional public events to help get the word and awareness out about the project. Mr. Bickford explained the request for the roof timber work was sent to the timber framers guild but its challenging to get competitive bids with so few contractors in the northeast.

Selectman Veisel made a motion to approve account 4589 1772 Meetinghouse Committee for FY 2022 Budget in the amount of \$2,258. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4550 Library

The Board reviewed the proposed budget.

Bill Meyer, Library Trustee, explained the library is looking to do some updates, which include adding a second person for the children's' department. It was also explained Cathy Allyn has offered to come back part time and the Library Trustees have accepted. Chair Swenson stated that will be a problem because she is retired and there may be issues with having a different rate

of pay among similar positions. He suggested they consider utilizing her as a contractor to avoid costs of FICA and Medicare. The proposed wages reflect a return to normal hours of operation after COVID. It was noted the costs for subscriptions have gone up, although it doesn't include the costs of digital subscriptions; there have been significant price increases for e-books since COVID. The Board agreed to change the consulting rate to a contract service.

Selectman Veisel made a motion to approve account 4550 Library for FY 2022 Budget in the amount of \$136,183. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Appointment – 1772 Meetinghouse Committee

Chair Swenson made a motion to nominate Ellen Phillips as a member of the 1772 Meetinghouse Committee. Selectman Veisel seconded the motion. Motion passed, 3-0-0.

Account 4520 Parks and Recreation

The Board reviewed the proposed budget.

Town Administrator Zoltko explained if there is work that can't be done by the Department of Public Works, it has to be contracted out. Selectman Uyeno suggested if something is the responsibility of DPW, the costs should come from that budget if its contracted out. Town Administrator Zoltko stated there is a specific employee who handles specific circumstances such as Parks and Recreation and maintenance of Town property. Ms. Soucy noted at one point the mowing was handled by Parks and Rec. The Board agreed to take the mowing budget from the DPW account but not to add the difference to the account.

Selectman Veisel made a motion to approve account 4520 Parks and Recreation for FY 2022 Budget in the amount of \$72,173. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4199 Other General Government

The Board reviewed the proposed budget.

Selectman Veisel made a motion to approve account 4199 Other General Government which includes Water Quality, for FY 2022 Budget in the amount of \$11,316. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4194 Government Buildings

The Board reviewed the proposed budget.

Selectman Veisel made a motion to approve account 4194 Government Buildings for FY 2022 Budget in the amount of \$25,872. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4196 Insurance

The Board reviewed the proposed budget along with additional information provided since the last meeting. Town Administrator Zoltko stated there are some liabilities that have gone up but she is working to see if there are any areas which could be decreased.

Selectman Veisel made a motion to approve account 4196 Insurance for FY 2022 Budget in the amount of \$61,000. Selectman Uyeno seconded the motion. Motion passed, 3-0-0.

Account 4130 Executive Office

The Board reviewed the revised proposed budget. Town Administrator Zoltko explained an administrative assistant handles a variety of tasks in various departments. To more accurately reflect the position, the AA is being represented in this budget for the hours worked in 2021 and expected in 2022.

Chair Swenson made a motion to rescind the prior action for account 4130 on September 27, 2021 based on new information presented and approve account 4130 Executive for FY 2022 Budget in the amount of \$257,083. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Account 4140 Elections and Registrations

The Board reviewed the revisions presented for the proposed budget. It was noted the changes were in the FICA and insurance lines.

Chair Swenson made a motion to rescind the prior action for account 4140 on September 27, 2021 based on new information presented and approve account 4140 for FY 2022 Budget in the amount of \$150,939. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Account 4150 Finance Administration

The Board reviewed the revisions presented for the proposed budget. It was noted the changes were in the FICA, retirement and software lines. Town Administrator Zoltko stated there was an increase for software due to the Town not being charged by the vendor over the previous two years.

Chair Swenson made a motion to rescind the prior action for account 4150 on September 27, 2021 based on new information presented and approve account 4150 for FY 2022 Budget in the amount of \$186,004. Selectman Viesel seconded the motion. Motion passed, 3-0-0.

Account 4152 Assessing

The Board reviewed the revisions presented for the proposed budget.

Chair Swenson made a motion to rescind the prior action for account 4152 on September 27, 2021 based on new information presented and approve account 4152 for FY 2022 Budget in the amount of \$73,165. Selectman Viesel seconded the motion. 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 10:18PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary

DRAFT