

TOWN OF NEW DURHAM
Board of Selectmen
October 12, 2023, 10:00 A.M.
New Durham Community Room, New Durham, NH 03855

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PRESENT

David Swenson, Select Board Chair
Dorothy Veisel, Vice Chair Select Board
Marc DeCoff, Select Board Member

ALSO PRESENT

Cecile Chase, Interim Town Administrator
Scott Drummey, Planning Board
Terry Jarvis, Zoning Board of Adjustment
Caitlin Frost, Library Director
Rudy Rosiello, Resident
Bill Meyer, Resident
Celeste Chasse, Parks and Recreation Director

CALL TO ORDER

Chair Swenson called the meeting to order at 8:00 a.m.

FY 2024 Budget Review

Account 4194 – Planning Board

The Board reviewed the proposed budget. Mr. Drummey explained the increases in budget from last year which includes contracted services for a part time Town Planner through Strafford Regional Planning Commission. He also explained the average number of cases the Planning Board hears and stated the figure was reduced. He also explained the need for having a town planner noting there has been an ongoing need and discussion for it. Mr. Drummey stated the complexity of the cases coming before the board has been consistently increasing and require outside advice and guidance for processing plans. He stated the part time planner would be contracted to work for the town 30 hours per week. The Board discussed the tasks and responsibilities of a Town Planner.

There was also discussion about the progress of the septic system database project. Chair Swenson suggested looking at requesting additional help from the building inspector / code enforcement department instead of SRPC. He stated he does not believe there is enough rationale at this point to define a number of hours per week and the job description, measurable goals, etc. have not been sufficiently developed to establish this new Town position. It was noted those positions are not typically involved with planning as much as inspection and enforcement. It was agreed something is needed to help the review process and to table approval of the budget for further discussion.

Account 4324 – Solid Waste

The Board reviewed the proposed budget. Chair Swenson asked if the open positions are planned to be filled. It was confirmed those positions need to be filled but some of the work will be covered by contracted services. There was further discussion of the open positions as well as the breakdown of expenses and purchases.

Mr. DeCoff left the meeting.

MOTION: To approve the proposed FY 2024 Budget for Account 4324 in the amount of \$410,802. Motion by Vice Chair Veisel. Second by Chair Swenson. Motion passed 2-0-0.

Account 4192 – Zoning Board of Adjustment

The Board reviewed the proposed budget. Ms. Jarvis stated the budget is calculated on an average of 18 cases per year; she explained the breakdown of costs for each case.

MOTION: To approve the proposed FY 2024 Budget for Account 4192 Zoning Board of Adjustment in the amount of \$6,875. Motion by Vice Chair Veisel. Second by Chair Swenson. Motion passed 2-0-0.

Account 4550 – Library

The Board reviewed the proposed budget. Ms. Frost explained the breakdown of the budget as well as the number of employees. Chair Swenson noted the major increases are in health insurance and wages. Ms. Frost explained with some of the costs such as subscriptions she does not have any control over the increases but these are necessary for the Library operations. She also explained the significant increase in patronage over the last year. Chair Swenson recommended additional details be provided when going before the Budget Committee.

MOTION: To approve the proposed FY 2024 Budget for Account 4550 Library in the amount of \$196,714. Motion by Vice Chair Veisel. Second by Chair Swenson. Motion passed 2-0-0.

Account 4411 – Health Officer

The Board reviewed the proposed budget. Chair Swenson noted the stipend is increased by \$100. The remaining budget is flat funded.

MOTION: To approve the proposed FY 2024 Budget for Account 4411 Health Officer in the amount of \$3,834. Motion by Vice Chair Veisel. Second by Chair Swenson. Motion passed 2-0-0.

Account 4196 - Insurance

The Board reviewed the proposed budget. Interim Town Administrator Chase explained the calculations were based on 10% increases but she has not received confirmation of increases.

MOTION: To approve the proposed FY 2024 Budget for Account 4196 Insurance in the amount of \$77,000. Motion by Vice Chair Veisel. Second by Chair Swenson. Motion passed 2-0-0.

Account 4195 – Cemeteries

The Board reviewed the proposed budget.

MOTION: To approve the proposed FY 2024 Budget for Account 4195 Cemeteries in the amount of \$5,366. Motion by Vice Chair Veisel. Second by Chair Swenson. Motion passed 2-0-0.

Selectman DeCoff rejoined the meeting.

Account 4291 – Forestry

The Board reviewed the proposed budget. It was noted the administrative and payroll lines are level-funded from FY23; maintenance payroll was reduced. Fees and dues have been removed as the Strafford County Forest Wardens group was disbanded. The department is planning to get additional training for the on-duty shift crew. There was also discussion about the types of calls the forestry vehicle responds to.

MOTION: To approve the proposed FY 2024 Budget for Account 4291 Forestry in the amount of \$15,511. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Motion passed 3-0-0.

Account 4520 – Parks and Recreation

The Board reviewed the proposed budget. Ms. Chasse explained the breakdown of employee hours. She stated she recently hired someone for the contract mowing at the ballfields. There was discussion of putting a handicap ramp or mat at the beach. Selectman Veisel noted that while funding has increased the programing being offered has also increased.

MOTION: To approve the proposed FY 2024 Budget for Account 4520 Parks and Recreation in the amount of \$90,337. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Motion passed 3-0-0.

Account 4153 – Legal

The Board reviewed the proposed budget. The Board, by consensus, noted that FY23 legal expenditures were significantly higher than anticipated and it was not expected that FY24 would be as high.

MOTION: To approve the proposed FY 2024 Budget for Account 4153 Legal in the amount of \$30,000. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Motion passed 3-0-0.

MOTION: To enter nonpublic session pursuant to RS 91:A-3II, (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 the inability to pay or poverty of the applicant; Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Selectman Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.

The Board left public session at 10:58 a.m.

The Board reentered public session at 12:12 p.m.

MOTION: To seal the minutes of the non-public session of the October 12, 2023 meeting for reasons it may adversely affect the reputation of one other than the Board. Motion by Chair Swenson. Second by Vice Chair Veisel. Motion passed 3-0-0.

Account 4240 – Building Inspector / Code Enforcement

The Board reviewed the proposed budget.

MOTION: To approve the proposed FY 2024 Budget for Account 4240 Building Inspector / Code Enforcement in the amount of \$110,011. Motion by Selectman DeCoff. Second by Selectman Veisel. Motion passed 3-0-0.

Account 4130 – Executive

The Board reviewed the proposed budget. Interim Town Administrator Chase gave an update on processes within Town Hall noting there may be a need for an additional part time Administrative Assistant employee. There was further discussion of selected line items.

MOTION: To approve the proposed FY 2024 Budget for Account 4130 in the amount of \$233,593. Motion by Vice Chair Veisel. Second by Selectman DeCoff. Motion passed 3-0-0.

MOTION: To enter nonpublic session pursuant to RS 91:A-3II, (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 the inability to pay or poverty of the applicant; Motion by Chair Swenson. Second by Selectman Veisel. Roll Call Vote: Selectman Veisel -aye; Selectman DeCoff-aye; Chair Swenson-aye. Motion passed 3-0-0.*

The Board left public session at 12:53 p.m.

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183 The Board reentered public session at 1:44 p.m.

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185 **MOTION: To seal the minutes of the second non-public session of the October 12, 2023**
186 **meeting for reasons it may adversely affect the reputation of one other than the Board.**

187 **Motion by Chair Swenson. Second by Vice Chair Veisel. Motion passed 3-0-0.**

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189 **MOTION: To adjourn. Motion by Chair Swenson. Second by Selectman DeCoff. Motion**
190 **passed 3-0-0.**

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192 The meeting was adjourned at 1:45 p.m.

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195 Respectfully Submitted,

196 *Jennifer Riel*

197 Jennifer Riel, Recording Secretary