

**TOWN OF NEW DURHAM**  
***Board of Selectmen***  
**October 17, 2023, 8:00 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

**CALL TO ORDER**

Chair Swenson called the meeting to order at 8:04 a.m.

**FY 2024 Budget Review**

***Account 4415 – Other Agencies***

A representative from Community Action Program of Strafford County (CAP) gave an overview of the organization noting they are the largest anti-poverty agency in the county, serving children, adults, and seniors. In 2022 over 15,000 individuals and families were helped in Strafford County with over \$38,000,000 in assistance; in New Durham over 100 residents and households were helped over the past year equating to \$275,000 in assistance which was a 50% increase over 2021. Over \$165,000 was given for rental assistance; over \$50,000 for heating assistance, \$15,000 for utilities assistance. Chair Swenson asked if CAP receives federal funding. The representative indicated much of their funding is federal but much of that requires a 25% match with local and private funding. State funding is also received. The organization requested level funding \$2,000.

Selectman Veisel joined the meeting.

Laurie Eastwood, Strafford County Meals on Wheels, gave an overview of the services provided by the organization. She stated they currently serve 11 New Durham residents; 1,221 meals were served in 2023 and it cost about \$12,454 to provide these meals and the organization is requesting funding of \$1,500 which is the same amount in previous years. Ms. Eastwood stated the organization receives state and federal funding. However, they also have to match funds.

Chair Swenson presented a summary of the accounts reviewed by the Board to date along with year-to-date revenues. The Board also reviewed Capital Improvement Planning Committee report.

**Budget Review: Capital Reserve Funds / Expendable Trust Funds**

Chair Swenson stated the Board looked at the current balances of CRF and ETFs; as well as the recommendations by the Capital Improvement Planning Committee but there may be changes to the funding amounts based on discussions.

Chair Swenson noted the Highway Truck CRF balance is about \$357,000 which could replace at least one truck.

The Board reviewed the funding recommendations for the CRFs. Chair Swenson stated the suggested funding for library facilities was \$4,000; Municipal Facility Land was suggested at \$150,000; Vehicle Equipment Maintenance was level funded; Milfoil was level funded; Solid Waste Facilities was discontinued; Solid Waste Equipment was discontinued; Smith Ballfield was level funded; Meetinghouse Restoration was increased to \$20,000; no funding for Dry Hydrants; Public Safety was increased to \$35,000; Road Reconstruction is \$100,000; Gravel \$5,000; Fire Department Ancillary Equipment level funded.

The Board reviewed the funding recommendations for the ETFs. Chair Swenson stated Office Systems was funded \$50,000; Forest Fire Control is discontinued; Records Management \$15,000; Town Building Improvements was increased to \$75,000; Emergency Management was discontinued; Dam Maintenance \$5,000. The net funding for the RSMS will be \$350,000 from taxation plus \$100,000 from the Road Construction CRF. These are subject to review at a later Board meeting.

***Account 4415 – Other Agencies***

The Board reviewed and discussed the proposed budget. Chair Swenson stated a member of the Budget Committee often objects to funding CAP as its federally funded but the Town has funded this organization in the past and does not have a problem doing so again given the services CAP provides to New Durham.

**MOTION: To approve the FY 2024 Budget for Account 4415 Other Agencies in the amount of \$6,500. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Motion passed 3-0-0.**

***Account 4155 – Personnel Administration***

The Board reviewed and discussed the proposed budget. Chair Swenson stated the current FY24 wage projections are up about 5% from 2023; he noted there were significant increases this year to meet market conditions.

**MOTION: To approve the FY 2024 Budget for Account 4155 in the amount of \$93,081. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Motion passed 3-0-0.**

***Account 4220 – Fire Department***

The Board reviewed and discussed the proposed budget.

**MOTION: To approve the FY 2024 Budget for Account 4220 Fire Department in the amount of \$352,145. Motion by Vice Chair Veisel. Second by Chair Swenson. Motion passed 2-0-1. Selectman DeCoff abstained.**

***Account 4290 – Emergency Management***

The Board reviewed and discussed the proposed budget. There was discussion about the estimated number of hours needed per week for the position.

**MOTION: To approve the FY 2024 Budget for Account 4290 Emergency Management in the amount of \$5,508. Motion by Vice Chair Veisel. Second by Selectman DeCoff. Motion passed 3-0-0.**

The Board reviewed the year-to-date revenues as well as estimated tax rates. Interim Town Administrator Chase noted there are some outstanding invoices which are not reflected.

**MOTION: To approve the FY 2024 Budget for Revenues in the amount of \$1,115,055 Motion by Vice Chair Veisel. Second by Selectman DeCoff. Motion passed 3-0-0.**

The Board reviewed the suggested CRF / ETF funding amounts suggested by Chair Swenson. Selectman DeCoff suggested reducing the funding for Municipal Land Acquisition and increase the Highway Truck.

**MOTION: Per the detail for the CRF and ETFs to approve the amount of \$714,000. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Motion passed 3-0-0.**

It was noted the projected tax rate is in the ballpark of surrounding communities; more highway work is being funded this year; there is funding for a future public building through a land acquisition; there is funding for significant upgrades to computer finance software systems at Town Hall; significant upgrades and maintenance is being done on building improvements at Town Hall.

**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;* (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 the inability to pay or poverty of the applicant;* (d) *Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community;* (l) *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.***

**Motion by Chair Swenson. Second by Vice Chair Veisel. Roll Call Vote: Vice Chair Veisel – aye; Selectman DeCoff – aye; Chair Swenson – aye. Motion passed 3-0-0.**

The Board left public session at 9:57 a.m.

The Board reentered public session at 11:00 a.m.

**MOTION: To seal the minutes of the non-public session of the October 17, 2023 meeting for reasons it may adversely affect the reputation of one other than the Board. Motion by Chair Swenson. Second by Selectman DeCoff. Motion passed 3-0-0.**

**Future Meetings**

October 24, 2023, 7:00 p.m.

November 14, 2023, 7:00 p.m.

November 28, 2023, 7:00 p.m.

December 12, 2023, 7:00 p.m.

December 28, 2023, 7:00 p.m.

**MOTION: To adjourn. Motion by Selectman DeCoff. Second by Vice Chair Veisel. Motion passed 3-0-0.**

The meeting was adjourned at 11:10 a.m.

Respectfully Submitted,

*Jennifer Riel*

Jennifer Riel, Recording Secretary