

**Board of Selectmen  
Budget Review Meeting  
October 31, 2011  
Fire Station Community Room**

Call to order by Chair Jarvis at 9:08AM.

The Board of Selectmen reviewed two sets of budget review minutes, October and made several changes.

**Motion to approve the minutes of the Board of Selectmen meeting of October 17<sup>th</sup> as amended made by Chair Jarvis, seconded by Selectman Kratovil. 3-0**

**Motion to approve the minutes of the Monday, October 24<sup>th</sup> Board of Selectmen meeting as amended made by Chair Jarvis, seconded by Selectman Bickford. 3-0**

**Town Historian- 4583:**

Cathy Orlowicz, Town Historian

Patriotic Expenses line has been increased slightly. This line funds the small American flags that go on the grave sites. Cathy buys the flags in bulk and only needs to purchase them every other year. She did not buy them this year, so she will buy them next.

The Historian Supply line is for ink and paper supply that is used when a citizen or the Town requests research or documents from the Historian.

New Durham/NH Collection- this is the collection that is housed in the Library. This line also replaces the bulb for the microfilm budget. The archives and historian line is for items in the vault. The Historian keeps copies of articles and newspaper clippings as town records. File folders and archive boxes will be purchased out of this year's budget.

**Motion to approve account # 4583, Town Historian, in the amount of \$710 made by Chair Jarvis, seconded by Selectman Bickford. 3-0**

Under the executive line (4130), the Boodey House Committee is requesting \$200 for advertising (551). The Boodey House committee hopes to put together an RFP for foundation work on the building and will be submitted to the papers, which will cost some money. The postage request (625) is for \$100 to send out requests for donations. This budget will be discussed at length on November 14<sup>th</sup>.

**Solid Waste and Transfer Station- 4324:**

Joe Bloskey, Transfer Station Foreman and Cathy Orlowicz, Office Manager

Joe and Cathy projected figures for Demo and Debris removal (420) and Solid Waste disposal (421). Chair Jarvis suggested watching this line for a couple of weeks, as of October 13<sup>th</sup>, there was approximately 50% left in that line. Selectman Bickford, suggested that the figures for 421 coming in are on target and doesn't look that far off. They are trying not to cut their budget for hauling too tight, as if there is an upswing in C&D, they would like to have the funds available to haul.

All wage lines were increased to reflect the 2% increase. The clerical line has been increased to ten hours over the 8 hours, and also includes a merit increase.

The Solid Waste facility adds a seasonal part-time position in the summer time. The Overtime line has been decreased by \$500 to more closely reflect this year's over time.

The cost to monitor the closed landfill and the testing has increased to \$7,500. We have requested to DES to reduce the number of tests needed, but will not have the answer by Town Meeting. If they agree to reduce the level of monitoring, we will see a significant financial reduction in what we will have to pay out of this line. Mowing and fertilizing for this project is done by contractors for about \$300; this is a requirement and needs to be maintained for monitoring purposes.

There is a significant decrease in hauling recycling (425), down to \$6,650 from \$12,000. This savings is due in part to the switch to Best Way and the amount of recycling done by the citizens. They have been doing a great job recycling, so as to allow for at least one haul per month, which makes the Town eligible for free rentals of the containers. A significant savings is from separating our disposal fees into a new line (see below).

Equipment maintenance has also been reduced by almost \$6,000 due to changes in hauling company, as they are a bit gentler with the equipment and will make repairs to anything they damage.

Equipment Rental was increased slightly from \$4,200 to \$4,700. They have anticipated paying \$50 per month for rental of the roll-offs. There is a rental fee of \$600 per year for tire rental container.

The training and safety line has been increased from \$400 to \$700 to incorporate steel toed boots for employees, and any training courses or safety gear.

The vehicle fuel line has been increased to reflect current markets as well as to reflect the use of the loader. This line will change when fuel rates are locked in, or a rate is set for the town.

A new line has been added to separate out what it costs to dispose of the recycling items. This will be kept separate from line 425, which tracks hauling recycling.

Capital Funding Request: to establish a revolving fund for the profit or surplus of the recycling program, which means that the money will be put into the revolving fund after all expenses for recycling have been paid.

Funding for the Capital Reserve funds for the transfer station came from the recommendations of Capital Improvement Committee. Joe and Cathy are going to revisit the CIP for equipment, and come back to the Board. Joe will get prices for the covering of the bins, to justify the money being put away each year. They will come back before the Board on November 21<sup>st</sup>.

A five minute recess was taken.

**Highway and Streets- 4312:** (11:10AM)

Mike Clarke, Road Agent and Cathy Orlowicz, Office Manager

Mike made a request for an increase in the full-time and clerical lines of 2% for all employees, as well as a request for merit raises for three full-time personnel and one part-timer.

The increase in the part-time line is for 2%. That line is already in the red for 2011.

Increase in the telephone line, as there was a \$300 increase on the Road Agent and Foreman cell phones.

There is an increase of \$17,200 in the rental of equipment line (440) for gravel crushing. By 2015, we will have to have the gravel pit reclaimed, and we have to be done with that pit.

Brush cutter line (442) is decreased by \$500, as the machine will not need to be used for quite as long next year. Some roads will be cut every other year, the majority of the narrow dirt roads are the ones that they concentrate on first. However, brush removal in the winter has been so good that they are seeing a reduction in need.

Line 551 was level funded.

The Safety and Training line has been increased by \$500, as trainings have been further away in recent years. The department has several hard hats that have to be replaced, and all safety equipment comes out of this line.

The uniform line is being level funded, but the Highway department is in the process of researching a new contractor for this service.

Office Supplies has been increased by \$700 to purchase a file cabinet in the office at the Highway Department, as it is a small space.

Radio maintenance has been increased due to the upcoming purchase of pagers, and replacement of a \$2,300 repeater for a 100 watt repeater. David Bickford asked to see the breakdown.

Gas and Diesel have been averaged from last year, which is an increase from \$45,817 to \$61,560. Governor Wentworth last year gave us an estimate of 1500 gallons, but are on track to use 3600 gallons- due to a fourth bus and better accuracy in tracking gallons. The Road Agent would like to see some type of sur-charge enacted to account for the additives and the maintenance costs. These lines will change with the lock-in rates

Salt will cost the same next year at \$61.83 per tons. Sand is a three year contract at \$7.95 per cubic yard. The cubic yards bought are at the Road Agent's discretion, he is able to purchase as much or as little as he needs. Calcium Chloride (\$1.06 per gallon) will be the same next year, and there is only one vendor. Cold Patch (\$68 per ton) will be the same next year as well.

The Cold Patch line (668) has decreased by \$300. The Tar line (679) has been increased for spot shim and crack sealing by \$7,113. This is done by only one company out of Massachusetts. The Road Agent will check his figures and get back to the Board.

Culvert line will remain the same this year. The HW department will provide an historical report for the Board on how much they have spent on beaver removal. The equipment line will not see an increase next year either.

Line 740- Equipment- Car bides are \$69 per foot. Twelve feet of car bides will do the wing in front.

Mileage has increased for next year due to the increase in the mileage rate as of July 2011, as well as an increase in distance of trainings.

Next year, the Town will have to make significant updates to Downing's Pond dam. The Board and the Road Agent discussed whether it would be more appropriate for the Town to do the work, or to contract it out. Mike brought up the possibility of purchasing an easement from the land owner that abuts the dam. A brief discussion about the Capital Reserve funds was held.

**Next Meeting:** Friday morning from 9 am to noon, November 4<sup>th</sup>, for a work session on the Personnel Policy, and possibly the Dog Ordinance.

The Board of Selectmen discussed the 2011 Tax Rate, which was set by DRA. The Town's portion of the tax rate is down to \$6.88. The total tax rate is \$22.40.

Health Insurance rates were distributed to the Selectmen. Chair Jarvis requested a breakdown of what insurance options we have for next year. Selectman Bickford would like to pool our health insurance with Barnstead to try to get a better rate.

**Motion to enter into non-public session pursuant to RSA 91-a: II e made by Chair Jarvis, second by Selectman Kratovil. Jarvis-aye, Kratovil- aye, Bickford- aye.**

**Public session ended at 2:09PM.**

The Board discussed a revised settlement agreement.

**Motion to come out of nonpublic made by Chair Jarvis, seconded by Selectman Bickford. Vote 3-0  
Out of non-public at 2:25PM**

**Motion that the Board approve and sign the revised settlement agreement, specifically the change in exhibit C made by Chair Jarvis, seconded by Selectman Bickford. 2-1 with the opposed being Selectman Kratovil.**

Selectman Kratovil disagreed with the vote initially because the agreement allows for one trailer to remain on the property.

**Motion to adjourn, made by Selectman Bickford, seconded by Chair Jarvis. 3-0**

**Meeting adjourned at 2:29PM.**

Respectfully Submitted,  
*Alison Webb*

Town Historian Budget requests for 2012

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance +/-
4583-10-680	Patriotic Expenses	Purchase flags and five flag standards	\$100.00	\$310.00	\$210.00
4583-20-620	Historian Supplies	Replace print cartridges, photo paper, CD. Materials used by Historian.	\$100.00	\$100.00	\$0.00
4583-20-670	New Durham/NH Collection	Purchase books related to the history of New Durham and/or New Hampshire. Also for replacement cost for the micro reader.	\$200.00	\$200.00	\$0.00
4583-20-680	Archives & Historian	Purchase supplies for the preservation and storage of the collections in the vault.	\$100.00	\$100.00	\$0.00
<b>Total:</b>			\$500.00	\$710.00	\$210.00

Town Historian 2012 Budget Request

Line Item	Name:	2011 Budget Request	2012 Budget Request	+/-
4583-140-680	<i>Patriotic Expenses</i> Purchase flags and five Standards	\$100.00	\$310.00	\$210.00
4583-20-620	<i>Historian Supplies</i> Purchase print cartridges and photo paper and CD. Print Cartridges \$75 ea ; CD \$25.	\$100.00	\$100.00	\$0.00
4583-20-670	<i>New Durham/NH Collection</i> Purchase town history books, and books related to the History of New Hampshire. Also replace cost for supplies for the micro film reader.	\$200.00	\$200.00	\$0.00
4583-20-680	<i>Archives &amp; Historian</i> Purchase supplies such as storage boxes and supplies for the preservation and storage of the historical collections	\$100.00	\$100.00	\$0.00
<b>Totals:</b>		\$500.00	\$710.00	\$210.00

Goals for 2012: To research electronic cataloging of collections and inventory, looking for grants and/ funding. Also look into making collection electronically available to the public.

ACCT. # 4324	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	+/-
110	Full Time Salary	See Salary Sheet	\$39,083.00	\$39,874.00	\$791.00
111	Office Administrator	Part Time Office Administrator 520 Hours	\$5,699.00	\$7,556.00	\$1,857.00
115	Part Time Salary	See Salary Sheet 2660 Hours Summer/ Winter	\$26,893.00	\$27,425.00	\$532.00
140	Overtime	Summer and Winter Average 85 Hours	\$2,500.00	\$2,000.00	(\$500.00)
341	Telephone	1 Phone and stipend for personal phone	\$820.00	\$820.00	\$0.00
420	Demo & Debris Removal	Cost to Dispose of Demo Debris, \$76.00/Ton Projected 250 Tons	\$20,520.00	\$19,000.00	(\$1,520.00)
421	Solid Waste Disposal	Cost to Dispose of Solid Waste, \$65.00/Ton Projected 1,050 Tons	\$71,500.00	\$68,250.00	(\$3,250.00)
422	Landfill Monitoring	Engineering Costs Associated With Landfill Well Monitoring \$7,200.00, Mowing, Fertilizer & Misc.	\$7,000.00	\$7,500.00	\$500.00
425	Hauling of Recyclable	Cost for hauling recyclables, Cardboard, E- Waste, Tires, Scrap Metal, Loose Fiber, Glass & Plastics, Fluorescent lights, Batteries, Aluminum Cans & Propane Tanks, etc. Please see Recyclable Revenue Cost Sheet.	\$12,000.00	\$6,650.00	(\$5,350.00)
430	Equipment Maintenance	Repair roll offs, 2 coiled style crash plates, repair rip side of hopper	\$7,000.00	\$1,080.00	(\$5,920.00)
440	Equipment Rental	Annual Rentals \$1,200.00: Tire Container, Roll Offs, Tub Brush Grinder \$3,500.00	\$4,200.00	\$4,700.00	\$500.00
560	Dues & Fees	Hazard Waste Day, <del>6600-195000</del> NRRA Membership	\$300.00	\$250.00	(\$50.00)
551	Advertising	Job Postings, Hearings	\$500.00	\$500.00	\$0.00
561	Hauling	Trip fees: \$145.00/Trip @ MSW 70 Hauls, and Demo Trip Fees \$125.00/Trip @ 33 Hauls	\$16,310.00	\$15,250.00	(\$1,060.00)
580	Training & Safety	Vest, Gloves, Certification of Attendants	\$300.00	\$700.00	\$400.00
610	Supplies	Cutting Edges, Bailing Wire, Water Cooler, Tools, Signs, Paint, Etc.	\$4,000.00	\$3,700.00	(\$300.00)
615	Uniforms	Uniforms 1 full time	\$500.00	\$400.00	(\$100.00)
620	Office Supplies	Office Supplies, Print Cartridges, Paper, Binders	\$500.00	\$500.00	\$0.00
635	Vehicle Fuel	Skid-Steer and Loader 1,000 gal at \$3.13	\$1,200.00	\$3,130.00	\$1,930.00
820	Mileage Reimbursement	Reimburse employees use of personal vehicles when attending training, etc.	\$200.00	\$200.00	\$0.00
New	Recycle Disposal Fees	Cost to dispose of recyclables.	\$0.00	\$2,100.00	\$2,100.00
<b>Total:</b>			\$221,025.00	\$211,585.00	(\$9,440.00)

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	+/-
4312					
110	Full Time Salary	See Salary Sheet	\$243,937.00	\$251,831.00	\$7,894.00
111	Office Administrator	Part Time Office Administrator 1040 Hours	\$14,248.00	\$15,111.00	\$863.00
115	Part Time Salary	See Salary Sheet Summer/ Winter Maintenance	\$7,710.00	\$9,000.00	\$1,290.00
140	Overtime	Summer and Winter Average 200 Hours Per Man	\$28,650.00	\$29,430.00	\$780.00
341	Telephone	Copier/ Fax used by 3 Departments, 1 Phone, 2 cell phones	\$2,200.00	\$2,500.00	\$300.00
440	Equipment Rental	Tree Removal (one week) \$7,000, Lines \$1,000 Excavator \$14,000, Crush Gravel 8,000cy, Etc.	\$22,000.00	\$39,200.00	\$17,200.00
442	Brush Cutter	1 Month Rental & Replacement Blades	\$5,500.00	\$5,000.00	(\$500.00)
551	Advertising	Advertising Cost for legal public notifications and Postage	\$500.00	\$500.00	\$0.00
580	Safety Training	Training, Vests, Rain Suits, Hard Hats, Gloves, Etc.	\$1,500.00	\$2,000.00	\$500.00
610	Supplies	Signs, Hay, Seed, Water, Hand Tools, Lumber, Cones, Silt Fence, Etc.	\$8,000.00	\$8,000.00	\$0.00
615	Uniforms	Uniforms	\$3,570.00	\$3,570.00	\$0.00
620	Office Supplies	Office Supplies, Computer	\$1,300.00	\$2,000.00	\$700.00
631	Radio Maintenance	Replacements/Repairs, Pagers and replace repeater	\$3,500.00	\$4,000.00	\$500.00
635	Gas	3,542 Gallons @ \$3.23/ Gallon	\$7,200.00	\$11,441.00	\$4,241.00
636	Diesel	GWSD 3,500 Gallons Highway Dept. 15,500 Gallons @ \$3.24/Gallon* (Total 19,000)	\$45,817.00	\$61,560.00	\$15,743.00
637	Kerosene Propane	Pressure Washer, Paving Box	\$100.00	\$100.00	\$0.00



ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	+/-
4312					
662	Salt	1,500 Tons @ \$61.83 '11 1500 Ton @ \$61.83	\$80,000.00	\$80,000.00	\$0.00
663	Sand	3,000 Cubic Yards @ \$7.95/CY	\$24,000.00	\$24,000.00	\$0.00
665	Gravel/Calcium Chloride	Summer 22,000 Gallons @ \$1.06/ Gallon Balance is for winter use (1,000 Gallons.) Calcium Chloride, Rip Rap, Etc.	\$24,000.00	\$24,000.00	\$0.00
668	Cold Patch	25 Tons @ \$68.00/ Ton	\$2,000.00	\$1,700.00	(\$300.00)
679	Tar	Part of RSMS, Chip Seal, Crack Seal, Etc.	\$60,000.00	\$67,113.00	\$7,113.00
682	Culverts	Culverts, Beaver Removal	\$12,000.00	\$12,000.00	\$0.00
685	Fema				\$0.00
740	Equipment	Carbides \$60.00/ Foot, Face Blades \$15.00/ Foot, Rake Teeth \$17.50 Each Scarifier Shanks \$50.00 Each, Scarifier Teeth \$8.00 Each, Bucket Edge \$810.00 set, Grader Blade \$1,600.00 set, Broom Wafers \$1,000.00 3 sets. Miscellaneous: Chipper Knives, Backhoe Teeth, Plow Shoes, Bolts, Nuts, Chains, Supplies, Etc.	\$16,000.00	\$16,000.00	\$0.00
820	Mileage Reimbursement		\$300.00	\$500.00	\$200.00
4312-20-650	Dam repair & Materilas	Repairs to town owned dams. Downings, March's	\$1,000.00		(\$1,000.00)
<b>Total:</b>			\$615,032.00	\$670,556.00	\$55,524.00
GWSD Revenue			\$5,500.00	\$11,340.00	\$5,840.00