

**New Durham Board of Selectmen
Work Session Minutes of Thursday, January 6, 2011
Town Hall**

Members Present: Theresa Jarvis, David Bickford, Frederic March

Others Present: Administrative Consultant Alison Rendinaro, Road Agent Michael Clarke, Finance Officer Vickie Blackden, Police Chief Shawn Bernier, Land Use Administrative Assistant David Allen, Mary McHale,

Call to Order – Chair Terry Jarvis called the meeting to order at 9:20 AM.

Goal of today is to go through the 2011 budget, and finalize all accounts.

Monday night, the Board was given the Cocheco Valley Humane Society Agreement.

Motion to accept the Animal Shelter agreement between the Cocheco Valley Humane Society Agreement and the Town of New Durham made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Motion to allow the Chair to sign the contract made by Selectmen Bickford, seconded by Selectmen March. 3-0

Highway Budget- 4312-

Road Agent Clarke- The only change is for a price increase in the fuel, as requested by the Board. The original was \$6,600, and is now up to \$6,792. The gas price was increase to \$2.83 per gallon, and for diesel \$3.03 per gallon. The diesel line was increased to \$44,071. The bottom line of the Highway budget is now \$612,878 from \$608,615 at the beginning of the 2011 budget process.

The Highway budget is down about 5% from last year's budget. The salt and sand lines were decreased. A total of \$63,000 will be returned to the Board from the 2010 Highway Budget, with \$10,000 going to reduce the tax rate. Selectmen March discussed the matter of rising gas prices, and suggested that we increase the diesel line back up to the \$46,000 of the 2010 budget. That will increase the total line by about \$2000.

The Board would like to increase the unit price for gas and diesel, to prepare for an upcoming year of increasing gas prices. Increase gas to \$3.00 per gallon, and diesel and heating oil to \$3.15 per gallon.

This brings the Highway bottom line to \$615,032. The Board is also waiting to hear back from Irving about a fixed price for the gas and diesel, and can always go back and change it.

Motion to approve 4312 Highways and Streets in the amount of \$615,032, made by Chair Jarvis, Seconded by Selectmen Bickford. Discussion- gas may need to be adjusted in the near future. Motion passed 3-0

The Board would like to look into lock in prices next June, as well as looking into bulk purchases with other communities.

Capital Reserve Funds- 4915-

The Board will work on warrant articles to separate out the Highway Equipment into their own CRF's, and will determine how much should go into each one, based on replacement costs, etc. (Grader, Loader, Backhoe)

The Board reviewed the Capital Reserve Fund, and the changes recommended by the Budget Committee. The discussion of discontinuing the Sidewalk CRF, as recommended by some of the Budget Committee, as well as the Fuel Depot CRF took place.

Motion to approve the 4915 Capital Reserve Fund Budget at \$491,500, made by Chair Jarvis, Seconded by Selectmen March. 3-0

The Board reviewed the Road Agent contract with the Road Agent, Mike Clarke.

Motion to sign the memorandum of understanding conditions of employment for the Road Agent, Michael Clarke, made by Chair Jarvis, seconded by Selectmen March. Discussion- Selectmen Bickford opposes on the grounds that there is a three month severance package included. Motion passes 2-1.

Executive Budget- 4130-

The only change was made to line 440- Printing. A reasonable quote came in for printing of the Town Report, and the Board voted to place \$6,000 in that line, bringing the total executive line to \$137,607 which is up about \$9,000 from the budgeted number last year. The actual amount spent from this budget, however, was \$135,511.

Motion to have the Town Report printed by Whitman Communications in the amount of \$4880 made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Motion to approve Executive Budget -4130- in the amount of \$136,607, made by Chair Jarvis, Seconded by Selectmen Bickford. 3-0

Motion to add a new line to the Executive Budget-4130- Misc. Clerical at \$2,115, making the total Exec. Budget \$140,887, made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Elections and Registrations-4140-

Discussion of adding a credit card machine to this year's budget ensued. The Board will include the proposal from BMSI, making the total budget \$76,367 by adding \$2,738. Bringing that budget up by 2.86%.

Motion to approve the E&R budget 4140 in the amount of \$73,629 made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Correction made to the above motion to change the total amount from \$76,367 to \$73,629, motion made by Chair Jarvis, seconded by Selectmen Bickford.

Financial Administration- 4150-

\$2000 increase for the auditors' line, as the final bill is not in yet and we will probably exceed the budgeted amount from 2010.

Motion to approve Financial Administration budget 4150 in the amount of \$80,890 made by Chair Jarvis, Seconded by Selectmen March. 3-0

Assessing- 4152-

The Board added \$5,000 to this budget in a new line, Contracted Services; in case there are further assessing needs in which the Town would need to contract out.

Motion to approve the Assessing Budget 4152 in the amount of \$45,524, made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Legal Expenses-4153-

Motion to approve Legal Expenses budget 4153 in the amount of \$50,000 made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Planning Board-4191-

The Board would like to table the Community Viz software until next year, like they did with the Cartographic Assessing software. This will decrease the budget by \$800.

The Board discussed the requested part-time clerical support. They decided that they will not include it in the Planning Board budget, and discussed the possibility of adding a line to the Executive Budget

The Board decided to split the Land Use salary to accurately reflect the time allocated to each of the three boards, Planning, Zoning Board of Adjustments, and Conservation Commission.

The Board discussed with Mr. Allen his request for dedicated clerical support. The Board informed him that the request would not occur, and that the Board had received information in regards to the Land Use position analysis, which indicated that for a town this size, it should not be full time. The Board said they are looking into to adding the assessing function to that position to keep it at full time. Mr. Allen said he would be willing to have a work process expert to come in and look at how he works and what he does, to see if there are more efficient ways of doing his work. On the issue of time, the legislature gives the Planning Board certain duties. Most of his time goes into applications, the second into ordinances, and the least into planning, which is the reverse order in terms of what the priorities should be. Mr. Allen thinks this is a detriment, and that is why more time should be allocated to the position. Discussion of the Master Plan ensued.

Storm water management ordinance was brought up, which he is working on condensing from the one received by the contractor, but he has not had the time that he would like to dedicate to it. If the process were finished, it would allow the Planning Board to work more efficiently. The question Mr. Allen posed was how much priority the town places on the planning aspect of the growth of the Town, as well as

the priority of allowing an ease of understanding with regulations for the Boards and Commission. If there are ways that he can be more efficient, he is open to them, but he would be more comfortable if there was more money set aside in case he did need the support, after there has been a chance to look more carefully at the work, and as there is a need, schedule someone for it. David Bickford agreed that it could be helpful to have money set aside for extra help, and would move to include four hours a week of assistance into the Executive Budget that could be used for any department as is appropriate. (This would add roughly \$2,115 to that budget).

Motion to approve the Planning Board Budget 4191 in the amount of \$32,863 made by Chair Jarvis, seconded by Selectmen Bickford, 3-0

Mr. Allen discussed with the Board the addition of the assessing function being added to his position, and suggested that he would be able to pick that up quickly and would be something that he would be good at. There would need to be an appropriate amount of time to learn the ins and outs of the position. He would assume that there would be a look at the wage and classification study to see what sort of compensation would come with the added responsibility, as well as if ten hours of his Land Use work would be taken away, where would that extra time come from, and would there be someone to take that burden. He just wanted to make sure that those thoughts are out on the table as the Board moves forward with making any decisions.

Zoning Board of Adjustments- 4192-

Now included in this budget is a portion of the Land Use salary. This brings the budget up to \$6,095, up from \$1,000. The budget was initially decreased to \$900.

Motion to approve ZBA budget 4192 at \$6,092 made by Chair Jarvis, seconded by Selectmen's Bickford and March. 3-0

Motion to appropriate an additional \$500 to add soffit venting on the Town Hall roof. Made by Selectmen Bickford, Seconded by Selectmen March. 3-0

David Allen asked that the Board revisit the idea of the software if there are any major subdivisions that come into town in the next year.

Break for lunch until shortly after 1PM.

Cemetery budget has been approved in the amount of \$3,700.

Insurance -4196-

Motion to approve Budget 4196 Insurance in the amount of \$41,000 made by Chair Jarvis, Seconded by Selectmen Bickford. 3-0

Other General Government was approved at \$5,100.

Police- 4210-

Increase to the gas line. Salary was reduced.

Motion to approve the Police Budget 4210 at \$346,938 made by Chair Jarvis, Seconded by Selectmen March. 3-0

Fire – 4220-

Cut the Dues/Fees line by \$600, bringing it down to \$300, since less than this amount has been spent in the last five years. The Board also cut the Medical Supply and Equipment line, bringing the total budget down to \$162,195, which is below a 3% increase. The gas line was increased as the Town is using \$3.00 per gallon of gas, and \$3.15 of diesel. 1,000 gallons of gas is increased to \$3,000, diesel is increased to \$3,150. The Board also cut the master stream, but kept all of the SCBA's.

Total for the Fire Budget is \$163,290.

Motion by Chair Jarvis to fund the Fire Budget-4220- at \$163,290, seconded by Selectmen March. 3-0

Motion to add \$720 to the Personnel Administration Budget for a flexible spending option for the employees of the Town made by Chair Jarvis, seconded by Selectmen Bickford, 3-0

The Board of Selectmen meeting will be recessed until 9:00 AM tomorrow morning.
Recessed at 2:02PM.

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The Board of Selectmen reconvened their meeting of Thursday, January 6, 2011 at 9AM on Friday, January 7th, 2011.

Members Present: Theresa Jarvis, David Bickford, Frederic March

Others Present: Administrative Consultant Alison Rendinaro, Finance Officer Vickie Blackden, Town Clerk/Tax Collector Carole Ingham, Welfare Assistant Laura Zuzgo, Mary McHale, Library Trustees Fred Quimby and Richard McCormick, members of the public

Call to Order – Chair Terry Jarvis called the re-convened meeting to order at 9:10 AM.

Building Inspection-4240-

Motion to approve the BI/CEO budget 4240 at \$25,029 made by Selectmen Bickford, seconded by Chair Jarvis. 3-0

Emergency Management and Forestry-4290-

The forestry budget has increased. The total is \$12,750. The Board decreased the Forest Fire Suppression line by \$500 to \$4,000. They decreased the Training Expense line from \$1,000 to \$750.

Motion to approve account 4290 in the amount of \$15,900 made by Chair Jarvis, seconded by Selectmen March. 3-0

Other Public Safety- 4299-

Approved on December 2nd

Street Lights- 4316-

The Board would like to decrease this by \$500.

Motion to approve this budget at \$5,500 made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Equipment Mechanic-4319-

The Board dropped the Contracted Services line by \$10,000

Solid Waste Disposal- 4324-

The Board discussed providing a stipend for the Transfer Station foreman as he is using his own cell for business because there is no long distance set up at the Transfer Station.

The Board added \$120 to the Telephone line, bringing it up to \$820. This brings the total budget up to \$221,025.

Motion to approve the Solid Waste Budget at \$221,025, made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Health Officer- 4411-

The Board of Selectmen have moved \$500 from the Health Officer budget and added it to the personnel administration line for immunizations, making it \$1,900. The Budget Committee dropped the budget an extra \$100, making it \$1,800.

Motion to approve the Health Officer budget at \$1,800 made by Selectmen Bickford, seconded by Selectmen March. 3-0

The Board of Selectmen previously approved Pest Control/ACO and Health and Other Agencies.

Welfare-4441-

The Board approved this budget previously at \$23,966, and the Budget Committee approved this budget at \$18,966. Welfare Assistant, Laura Zuzgo came in to speak to the welfare budget. She said that the end of 2010 was busy, as we spent almost \$3,000 for heat for new clients- people we had never helped before. Laura is seeing and hearing of more people struggling to pay bills. The Town cannot say no to people who need help, even if there is no money in the budget for it.

The Board will be keeping the welfare budget at \$23,966.

Parks and Recreation-4520-

This budget is currently 5.89% over last year's budget. The Chair of the Board recommended taking \$1,800 out of the Sports Equipment line.

Motion to approve Parks and Recreation budget 4520 at \$55,592 made by Chair Jarvis, seconded by Bickford and March. 3-0

The Town Historian budget has been previously approved.

Conservation- 4612-

A discussion of how much the Town pays for the testing of Merrymeeting Lake began. AC Rendinaro will see why the town pays a greater portion of this testing than the Merrymeeting Lake Association. A portion of the Land Use salary (10%) was moved to this line for more accurate budgeting.

Motion to approve Conservation budget 4612 at \$5,513 made by Chair Jarvis, seconded by Selectmen March. 3-0

The Board went back to Solid Waste and discussed the hours of the Administrative Assistant. The funding remained at eight hours per week. The Board directed AC Rendinaro and the foreman to sit down and create a work plan for that position, to see what needs to be done.

The issue of scales will be taken up under Capital Reserves.

The Board already approved Principle-Long Term Bonds and Notes, Interest on Long Term Bonds and Notes, and Interest on TAN.

Land and Improvements-4901-

The Board revisited this budget

Motion to approve Land and Improvements budget 4901 at \$117,038 made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Capital Outlay

The Board has added a figure to the Grader line-072- for \$175,000

Motion to approve Capital Outlay and Equipment in the amount of \$326,000 made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Improvements Other Than Buildings was previously approved.

The Board went back to the Executive budget to correct a mistake.

Motion to approve the Executive Budget 4130 at \$138,722 made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

The Board authorized the first payment for the renovations made to the Police Department.

Motion to enter into nonpublic under RSA 91-A: 3 II (c) matters which discussed in public could harm a person's reputation, made by Chair Jarvis, seconded by Selectmen Bickford. Roll Call Vote- 3 ayes.

Non-Public Session was entered into at 10: 38AM.

The Board met with Carole Ingham, Town Clerk and Tax Collector. She discussed a deed waiver agreement that the Board had previously agreed to at a nonpublic meeting on December 6th, 2010.

She also brought to the Board's attention the properties and paperwork that the Board has previously made agreements with and those that they still need to sign.

Motion to exit non-public session made by Chair Jarvis, seconded by Selectmen Bickford. 3-0 at 11:07AM

In non-public session, the Board of Selectmen deeded the following properties:

5 Franconia Dr. Map 210 Lot 78

241 Old Bay Rd. Map 253 Lot 30

50 Meaderboro Rd. Map 270 Lot 80

Land only on St. Moritz Map 209 Lot 79

105 Ten Rod Rd. Map 267 Lot 23

They have signed a deed waiver for Map 239 Lot 24 and accepted an agreement for Map 250 Lot 104.

Motion by Selectmen Bickford to move with the deeding and the deed waivers seconded by Selectmen March. 3-0.

Library- 4550-

Library Trustees Fred Quimby and Richard McCormack were present to review this budget. The Board requested rationale for the increases in the salary lines. The trustees brought the Library Director up to the median amount that was provided in the LGC Wage and Classification Study of 2010, which is a three step increase for the position. The Library Trustees also increased the Library Assistant, and the Assistant Librarian/Children's Librarian, whom they brought up to the minimum on the salary survey. They also felt they should bring the Library Aid up to the minimum or median as well.

The Trustees appreciate the situation of the Board of Selectmen. The Board looked at their proposed budget, reworked some numbers, and indicated that the pay scale will remain as it was.

General Government Buildings- 4194-

The Board reviewed a quote for a Security system from the alarm company the Town uses for Fire alarms, for a safety alarm system. The estimated cost for the installation of the system with four (4) panic buttons is \$1,727. The Board recommends having the alarms go straight to Strafford Dispatch.

Motion to add \$1,800 to GGB 4194 for a security alarm system made by Chair Jarvis, seconded by Selectmen March. Discussion- seconded because the Board feels they should do something to keep our employees safe. 3-0

Motion to approve General Government Building budget 4194 at \$78,596 made by Chair Jarvis, seconded by Selectmen March. 3-0

Motion to approve the Library budget 4550 at \$112,164 made by Chair Jarvis, seconded by Selectmen March. 3-0

Motion to approve the Equipment Mechanic budget 4319 at \$137,238 made by Selectmen Bickford, seconded by Selectmen March. 3-0

The Board discussed the issue of Drive-On Scales at the Transfer Station, which would cost about \$40,000 to install with a \$400 inspection fee from the State each year, as well as training fees for all employees.

Motion to create a warrant article to establish a capital reserve fund for drive-on scales and appropriate \$20,000, made by Chair Jarvis, seconded by Selectmen March. 3-0

Motion to enter into non-public session under RSA 91-A: 3 II (c) matters which if discussed in public could harm a person's reputation, made by Chair Jarvis, seconded by Selectmen March. Roll call vote- 3 ayes.

Non-Public Session entered into at 12:15PM

The Board met with a citizen to discuss an issue of past taxes due, and the property going to deeding. An agreement will be made and signed that the citizen will pay \$1,000 a month by the 20th of each month, and if the citizen should default, the town will start the deeding process.

Motion to adjourn nonpublic session at 12:44PM made by Chair Jarvis seconded by Selectmen March. 3-0

Motion was made to rescind the Board's January 7th, 2011 motion relative to 50 Meadorboro Rd. Map 270 Lot 80 made by Chair Jarvis, seconded by Selectmen March. 3-0

The letter of agreement was read aloud by Selectmen Bickford.

Motion to accept the tax payment plan for property at 50 Meadorboro Rd, in accordance with the terms specified in the January 7, 2011 letter, and as agreed to by the property owner made by Selectmen Bickford, seconded by Selectmen March. 3-0

Expendable Trust Funds- 4916-

The Board discussed this budget previously but had not approved it. The Budget Committee concurred with the Board of Selectmen proposed total of \$66,500. The Board reduced the Office Systems Maintenance line from \$8,000 to \$5,000.

Motion to approve the Expendable Trust Funds budget 4916 at \$64,000 made by Chair Jarvis, seconded by Selectmen Bickford. 3-0

Next meeting will be on Wednesday, January 19th, 2011. There will be a meeting on Tuesday, January 11th, 2011 to meet with the budget committee.

Motion to adjourn, made by Chair Jarvis, seconded by Selectmen March. 3-0

Meeting adjourned at 1:20PM.

Respectfully Submitted,
Alison Rendinaro