

**New Durham Board of Selectmen
Budget Meeting ~ October 17th, 2011
Town Hall**

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Also Present: Planning Board member Dot Martin Veisel, Emergency Management Director Ken Quigley, Land Use Assistant David Allen, Building Inspector/Health Officer Arthur Capello, Town Administrator (TA) Alison (Rendinaro) Webb, Videographer Mary McHale

I. Call to Order at 7:03PM by Chair Jarvis.

Parks & Recreation Chair is ill with the flu, and will not be in to present the budget this evening. The BOS will get their questions and comments to TA Webb by next Monday, October 24th.

II. Budget Reviews:

Emergency Management 4290-20: (7:05PM)

EMD Ken Quigley would like to pick up a deputy, and would like to leave the conference line where it is at \$400 for training. He believes that \$600 is adequate for food for now, although during Hurricane Irene, \$707 was spent out of that line.

Ken inquired about what the Emergency Management Capital line, 20-630. Ken would like to propose a capital reserve fund for emergency situations to serve as a cushion for departments. Selectman Bickford suggested expanding the use of the Forest Fire Control Capital Reserve Fund. The Selectmen will look into this idea.

Ken would also like to enter a line for On-Call Emergency Operating Center Staff, with an amount of \$500 to begin with.

Last year's budget: \$3,900

This year's budget: \$4,150

Planning Board 4191: (7:25PM)

David Allen presented the Planning Board budget. He suggested that the Board should make more money available for his position when he retires, as was noted by the wage survey. David is requesting 150 hrs. of clerical assistance this year. He also asked for 4hrs a month of overtime for himself. TA Webb suggested a minute-taker to alleviate some of the issues David is having. David said that would work for him, and if a minute-taker was provided then he would take away lines 115 (Part-time Clerical) and 140 (Overtime).

An increase of \$2,750 in contracted services is requested to obtain a person to go through the subdivision regulations and make them easier to understand, for the Master Plan, for an analysis of a tax database for the state workforce housing law and Dark Skies regulation. The Board and David discussed whether money should be in the operating budget for the Master Plan, when there is a capital reserve fund for that purpose. David is going to provide Alison more detail and information regarding what type of clean up he is anticipating for regulations and ordinances. The Board is also looking for an estimate for the workforce housing analysis.

Printing is designated for the reprint of the state handbook showing techniques for storm water management. David has been encouraging the Board to think more broadly

APPROVED

in relation to their goals. David will get a breakdown of what the Town will be receiving for services from Strafford Regional Planning Commission.

The discussion of software licenses was brought up in relation to the Community Vis software and what type of help it would be to the Planning Board.

The Board brought up the issue of David's time in relation to his workload, and whether there are duties he is performing that he was not in the past. The overtime request was brought up as well.

Last year budget: 32,863

This year requested: 40,093

BOS Questions for Account 4191 – Planning

- Consultant for workplace housing: What is the anticipated total number of hours for the project? How many hours will the \$ 500.00 get us?
- Simplification and cleanup of regulations – What does this mean?
- Strafford Regional Planning:
 - What did we get for our money in 2011?
 - What will we get in 2012?
 - Will we lose the traffic numbers?
- What are you doing above and beyond your written job description?

Zoning Board 4192: (8:46PM)

The only change in the ZBA budget is the 2% increase in the wage line. It was asked if David wanted to increase the advertising line to reflect the amounts actually spent each year. He is going to connect with Vickie to see if he should be including the cost of advertising and postage costs from applicants in the ZBA and PB budgets.

Last year's budget: \$5,795

This year requested: \$5,899

BOS Questions for Account 4192 – Zoning

- Postage – What exactly is this used for?

Conservation Commission 4612: (8:58PM)

There is a minor decrease in dues. There is an increase in wages, and increases in printing, conferences, office supplies and postage. The Conservation Commission would like to do more work this year, and would like to focus on education.

The Board would like David to provide them with more information regarding what the dues and fees provide to the Town. He is going to provide the information to Alison by November 14th for the Board to review for their November 21st budget meeting.

Last year's budget: \$5,513

This year requested: \$5,977

BOS Questions for Account 4613 – Conservation Commission

- What is the total cost of Merrymeeting Lake testing?
- Need additional information on what services Strafford Rivers Council and Moose Mountain Regional Greenway provided to New Durham in 2011.

Master Plan: The Board reviewed the request for funding to the Master Plan. When the Master plan was done in 2004/2005, the value of the work that Strafford Regional Planning Counsel contributed was approximately \$10,000. The Town of Barnstead recently estimated about \$10,000 for the cost to do their Master Plan as well.

Building Inspection 4240: (9:35PM)

This budget is neutral, except for the increase in the wage. Increase in training and decreases in supplies, books and printing.

Last year's budget: \$25,029

This year requested: \$25,459

Motion to approve the 2012 building inspector budget in the amount of \$25,459 made by Chair Jarvis, seconded by Selectman Kratovil. 3-0

Health Officer 4411: (9:42PM)

There was a line added in this budget for meetings and conferences at \$150.

Last year's budget: \$1,800

This year requested: \$1,951

Motion to approve the 2012 Health Officer budget in the amount of \$1,951 made by Selectman Kratovil, seconded by Chair Jarvis. 3-0

Legal Expenses 4153:

No change in this budget. The legal line has held \$30,000 in this line for the past several years.

The Board would like to see a breakdown, to know what we pay per hour for prosecution, and the type of cases that we hire them to prosecute.

Street Lights 4316:

This line has not changed. Total requested \$5,500.

Motion to approve the street light budget in the amount of \$5,500 made by Selectman Bickford, seconded by Selectman Kratovil. 3-0

The Board would like to know how many street lights we have in town.

Principal- Long Term Bonds & Notes 4711:

This is paying the principal on the Pumper/Rescue lease, the Sand and Salt storage building, March's Pond Dam, and the lease purchase for the grader for a total of \$130,198.

Motion to approve the principal budget in the amount of \$130,198 made by Selectman Bickford, seconded by Selectman Kratovil. 3-0

Interest- Long Term Bonds & Notes 4721:

APPROVED

This is paying the interest on the Pumper/Rescue lease, the Sand and Salt storage building, March's Pond Dam, and the lease purchase for the grader for a total of \$30,335.05.

Motion to approve the interest budget in the amount of \$30,335.05 made by Selectman Kratovil, seconded by Selectman Jarvis. 3-0

Interest on TAN 4723:

Selectman Bickford would like to see an explanation provided to the budget committee explain how much interest \$5000.

Motion to approve the TAN budget in the amount of \$5000 made by Selectman Bickford, seconded by Selectman Kratovil. 3-0

Other General Government will be used as filler for another meeting.

Motion to adjourn made by Chair Jarvis, seconded by Selectman Bickford. 3-0
Meeting adjourned at 10:10PM

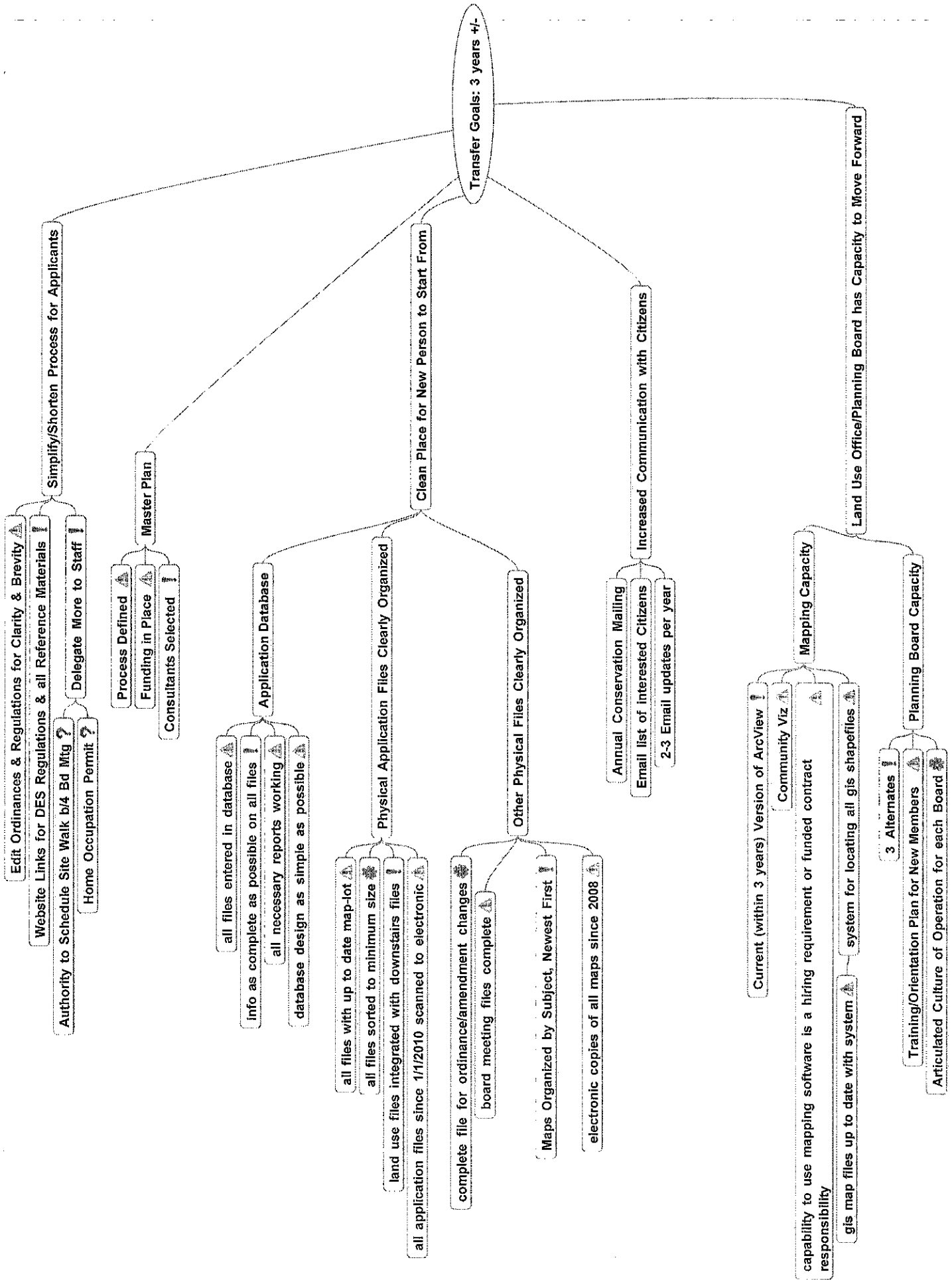
Respectfully Submitted,
Alison Webb

Acct #	Account Name	Budget Narrative	2011	2012	variance +/-
40-180	Forest fire Suppression	Budgeted for 32 weeks of permit writing	4000	5896	1896
40-560	Forestry dues & fees		25	25	0
40-580	Forestry Training Expenses	2 men for 32 hrs of training added	750	800	50
40-620	Forestry office supplies		75	30	-45
40-621	Forestry food & water	Needed for Hydration	300	300	0
40-630	Forestry Equipment maint		750	250	-500
40-635	Forestry fuel	Not being used	200	0	-200
40-740	Forestry equipment		5500	1000	-4500
40-741	Forestry protective Clothing	New helmets	400	250	-150
Totals			\$12,000.00	\$8,551.00	(\$3,449.00)

PLANNING BOARD-4191

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance
4191-10-110	Land Use Administrative Asst	Compensation for 2012 based on current rate of \$16.65 with a 2% increase to \$16.98. Implementation of 2008 recommendations based on market survey is requested and not included in budget numbers. It would take wage to \$17.40 which would add \$867 to total Land Use budget.	\$25,974	\$26,493	\$519
4191-10-115	Part Time Clerical	Clerical assistance to get pre-2000 land use applications updated with current map & lot, entered in Land Use Database, and moved to downstairs files. 75 hours @ \$13.22 plus 2%. 75 hours @ \$13.32 plus 2% to get post 1/1/2009 applications all electronically scanned. About 50% currently done. (attached list) 2011 plan of putting funds in TA budget did not work for Land Use; needs to be in Land Use budget.	\$0	\$2,038	\$2,038
4191-10-140	Land Use Administrative Asst Overtime	Request 4 hours per month (48 hours) of overtime budgeted for 2012 for two purposes: 1) overload times when an application requires unusual level of time (e.g. Healey appeal or Birch Ridge project) or 2) work on succession goals from attached list.	\$0	\$1,223	\$1,223
4191-10-330	Contracted Services	2011: \$1000 planned for help completing regulations for ordinances passed in 2008 and 2009. (Mostly done in house. Money being used to begin simplification and cleanup of subdivision regulations. 2010 budget was \$4800 and previous years were similar. 2012: \$2000 for cleanup and simplification of zoning ordinance. \$250 for consultation re increased citizen ownership of next Master Plan. \$500 for analysis of tax data base re state Workforce Housing Law. \$1000 for Dark Skies regulation.	\$1,000	\$3,750	\$2,750
4191-10-341	Telephone	no change	\$720	\$720	\$0
4191-10-391	Registry Fees	no change	\$50	\$50	\$0

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance
4191-10-550	Printing	2012 spending on reprints of state handbook showing simple techniques for stormwater management. No preparation costs for the town. To be distributed to Water front homeowners and others requesting building permits. Planning Board agrees with Con Comm belief that protecting lake quality is critical to protecting Town tax base. More than 50% of tax revenues come from lake properties. Any degradation of lake quality may create drop in property values. Continuation of strategy to upgrade conditions using public education materials in addition to code improvements and enforcement.	\$350	\$350	\$0
4191-10-551	Advertising	Applicants pay for advertising for their applications. This line item pays for advertising for ordinance or rule changes. Minimal ordinance changes planned for Town Meeting 2012.	\$350	\$250	-\$100
4191-10-560	Dues & Fees	Dues to \$trafford Regional Planning Council.	\$2,969	\$2,969	\$0
4191-10-580	Training	no change	\$300	\$300	\$0
4191-10-581	Workshops & Conferences	Attendance at OEP conferences.	\$200	\$200	\$0
4191-10-622	Software License	2011: \$400 annual fee for ArcView (mapping) for technical assistance and upgrades. Have used the assistance several times. 2011: \$400 for ArcView annual fee. \$800 to purchase Community Viz software which provides the capacity to create 3-D models of proposed subdivisions or site plans. Would have been helpful for Hertel and Olson subdivisions on steep slopes, and several conditional use permits. Community Viz postponed to 2012 by BOS last year.	\$400	\$1,200	\$800
4191-10-625	Postage	no change	\$200	\$200	\$0
4191-10-670	Books & Subscriptions	no change	\$200	\$200	\$0
4191-10-820	Mileage	no change	\$150	\$150	\$0
	TOTAL		\$32,863	\$40,093	\$7,230



Edit Ordinances & Regulations for Clarity & Brevity

Website Links for DES Regulations & all Reference Materials

Authority to Schedule Site Walk b/4 Bd Mtg

Home Occupation Permit

Delegate More to Staff

Process Defined

Funding in Place

Consultants Selected

Application Database

all files entered in database

Info as complete as possible on all files

all necessary reports working

database design as simple as possible

Physical Application Files Clearly Organized

all files with up to date map-lot

all files sorted to minimum size

land use files integrated with downstairs files

all application files since 1/1/2010 scanned to electronic

Other Physical Files Clearly Organized

complete file for ordinance/amendment changes

board meeting files complete

Maps Organized by Subject, Newest First

electronic copies of all maps since 2008

Annual Conservation Mailing

Email list of interested Citizens

2-3 Email updates per year

Current within 3 years Version of ArcView

Community Viz

Mapping Capacity

capability to use mapping software is a hiring requirement or funded contract responsibility

gis map files up to date with system

3 Alternates

Training/Orientation Plan for New Members

Articulated Culture of Operation for each Board

Planning Board Capacity

Land Use Office/Planning Board has Capacity to Move Forward

Transfer Goals: 3 years +/-

Clean Place for New Person to Start From

Increased Communication with Citizens

Simplify/Shorten Process for Applicants

Master Plan

4915-10-064

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE		2010	2011	Variance +/-'
4915-10-064	Capital Reserve for Future Master Plan Revision	<p>Planning Board will need to do a revision of the Master Plan in a few years--Estimated start in 2014-2015 The last one was completed in 2005, and the RSA requires an update in 10 years. Cost of last plan was about \$10,000 most of which was in-kind from Strafford Regional Planning Council. Guesstimated cost of new plan \$15,000 +/- . Setting aside funds avoids a concentrated "hit" at the time the plan is actually done. \$2,000 was placed in fund in 2009 and 2010. \$2,000 in each year 2012-2015 will be \$12,000 set aside. Will have solid estimate by 2013.</p>		\$2,000	\$2,000	\$0

ZBA-4192

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance
4192-10-110	Land Use Administrative Assistant	15% of Land Use Administrative Assistant salary	\$5,195	\$5,299 <i>ok</i>	\$104
4192-10-391	Registry Costs	no change	\$50	\$50	\$0
4192-10-550	Printing	no change	\$75	\$75	\$0
4192-10-551	Advertising	no change	\$100	\$100	\$0
4192-10-580	Training	no change	\$75	\$75	\$0
4192-10-625	Postage	no change	\$100	\$100	\$0
4192-10-670	Books & Subscriptions	no change	\$100	\$100	\$0
4192-10-820	Mileage	no change	\$100	\$100	\$0
Total:			\$5,795	\$5,899	\$104

CONSERVATION-4612

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance
4612-10-110	Land Use Administrative Assistant	10% of Land Use Administrative Assistant	\$3,463	\$3,532	\$69
4612-20-482	Merrymeeting Lake Water Quality Test	Cost shared with MM Lake Assn. No change.	\$1,050	\$1,050	\$0
4612-20-550	Printing	Con Comm believes that protecting lake quality is the single most important initiative Town can take in protecting its tax base. More than 50% of tax revenues come from lake properties. Any degradation of lake quality may create drop in property values. Printing of 5-600 flyers for special mailing to Lake residents reminding them of Shore Front permit requirements and noting increased enforcement	\$0	\$240	\$240
4612-20-560	Dues & Fees	Moose Mtn Regional Greenway--Assistance in creating willingness to give (\$200); Strafford Rivers Council--Assistance in managing Protected Lands (\$275); New Hampshire Assn of Conservation Commissions (\$200). No change.	\$700	\$675	-\$25
4612-20-580	Meetings & Conferences	Annual Meeting of NHACC or other. No change. Participation varies from year to year depending on makeup and experience of board.	\$100	\$100	\$0
4612-20-625	Postage	same plus \$180 postage for special mailing to Lake Residents	\$100	\$280	\$180
4612-20-820	Mileage	no change	\$100	\$100	\$0
Total:			\$5,513	\$5,977	\$464

Building Inspector/Code Enforcement

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance +/-'
110	Wages	CEO Wages	\$21,509.00	\$21,509.00	\$0.00
341	Telephone	Land Line	\$720.00	\$720.00	\$0.00
550	Printing	For ink, filed inspection slips, etc	\$150.00	\$100.00	-\$50.00
580	Meetings	Training's for certifications and code updates	\$150.00	\$300.00	\$150.00
620	Supplies	Pens, paper, etc	\$300.00	\$250.00	-\$50.00
670	Books	Updated code books	\$200.00	\$150.00	-\$50.00
820	Mileage	Mileage for inspections and training's etc	\$2,000.00	\$2,000.00	\$0.00
Total:			\$25,029.00	\$25,029.00	\$0.00

Health Officer

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance +/-'
115	Wages	Health Officer Wages	\$1,400.00	\$1,400.00	\$0.00
624	Postage	Postage	\$50.00	\$1.00	-\$49.00
820	Mileage	Mileage for inspections and training's etc	\$300.00	\$300.00	\$0.00
	Meetings	New line this year. To allow me to attend HO trainings	\$0.00	\$150.00	\$150.00
665	Water Testing	Required Water Testing at ball fields	\$100.00	\$100.00	\$0.00
Total:			\$1,850.00	\$1,951.00	\$101.00

ACCT. # 4153	ACCOUNT	BUDGET NARRATIVE	2011	2012	Variance +/-
4153-10-320	Town Counsel	The Town continues to utilize the Local Government Centers legal hotline to keep legal costs down. However, issues still arise where it is best to use the Town's own attorney. 2012 looks to have similar issues in assessing, and ZBA/Planning Board counsel expenses, for which we will use our own attorney.	\$30,000.00	\$30,000.00	\$0.00
4153-10-321	Court Prosecution	see 4210	\$10,000.00	\$10,000.00	\$0.00
4153-10-322	Bond Counsel		\$0.00	\$0.00	\$0.00
TOTAL			\$40,000.00	\$40,000.00	\$0.00

ACCT. #	ACCOUNT NAME	BUDGET NARRATIVE	2011	2012	Variance
					+/-
10-061	Principal Long-Term Note	Pumper/Rescue Lease \$49,882.60 Sand & Salt Storage \$15,000 March's Pond Dam \$30,000 Grader Lease/Purchase \$35,314.90	\$135,214.00	\$130,198.00	-\$5,016.00
Total:			\$135,214.00	\$130,198.00	-\$5,016.00

ACCT. #	ACCOUNT		BUDGET NARRATIVE	2011	2012	Variance +/-
	NAME					
10-061	Interest Long-Term Note		Pumper/Rescue Lease \$1,953.44 Sand & Salt Storage \$7,200 March's Pond Dam \$24,206.26 Grader Lease/Purchase \$4,975.35	\$37,353.00	\$38,335.05	\$982.05
Total:				\$37,353.00	\$38,335.05	\$982.05