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**New Durham Board of Selectmen  
Minutes of Budget Meeting ~ December 28<sup>th</sup>, 2011  
Fire Station Community Room**

**Members Present:** Theresa Jarvis, David Bickford, Jeffrey Kratovil

**Also Present:** Town Administrator (TA) Alison Webb, Mary McHale Videographer, Road Agent Mike Clarke, Equipment Mechanic (EM) David Valladares, Finance Officer Vickie Blackden, Baysider Reporter Brett Tiede, Ethics Committee Members Dot Veisel, Barbara Hunter, and Carol Allen

The meeting was **called to order** at 9:03am by Chair Jarvis. She stated that the Ethics Committee will be coming in at 11:30AM to review what they have done this year.

The Board reviewed the minutes of December 12<sup>th</sup>, 2011.

**Motion to approve as amended the minutes of December 12<sup>th</sup>, 2011 made by Chair Jarvis, seconded by Selectman Kratovil. 3-0**

**Executive Budget- 4130:** The Board of Selectmen made edits to line 341, Telephone, bringing it down to \$3,200, and line 620, Office Supplies, bringing it down to \$5,500 in order to bring the Executive budget in-line with the Budget Committees decisions.

**Motion to adjust budget 4130, Executive budget, to \$132,224 made by Selectman Kratovil seconded by Selectman Bickford. 3-0**

**Personnel Administration- 4155:** The Board of Selectman revised the Personnel Administration budget to reflect the actual changes in health insurance, and the Worker's Compensation insurance increases.

**Motion to amend budget 4155, Personnel Administration, to the amount of \$546,074 made by Selectman Bickford, seconded by Chair Jarvis. 3-0**

**Solid Waste- 4324:** The Board of Selectmen reviewed line 110 and increased the total budget to \$207,584.

**Motion to amend budget 4324, Solid Waste, to \$207,584 made by Selectman Bickford, seconded by Selectman Kratovil. 3-0**

**Health and Other Agencies-4415:** The Board reviewed changes made to this budget by the Budget Committee. Selectman Kratovil disagrees with the changes, Chair Jarvis agrees with funding CAP.

**Motion to amend budget 4415 to the amount of \$3,612 made by Chair Jarvis, seconded by Selectman Bickford.**

Discussion: Selectman Kratovil recommends maintaining the current level of funding for Red Cross. A policy discussion about funding for CAP was held. Selectman Bickford would like to

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come back to this budget for a final review at the end of budget discussions. **Vote: 2-1 with Selectman Kratovil opposed.**

**Conservation- 4612:** The Board reviewed the changes made to the Conservation by the Budget Committee, which was to add \$933 to this budget for water testing.

**Motion to amend account 4612, Conservation, to \$5,385 made by Chair Jarvis, seconded by Selectman Bickford.**

Discussion: Chair Jarvis explained that she was originally opposed to paying the water testing bill because she had been asking for the total cost of the water testing for the past two budget cycles. She was originally told that the Town paid half of the bill, but the town has paid more than half. Since the actual cost was brought forward, she is alright with paying half of the bill.  
**Vote: 3-0**

**Land and Improvements- 4901:** Road Agent Clarke indicated that he would be cutting the shim overlay of Copple Crown Road from the Road Surface Management Plan due to the \$14,000 shortfall from the state.

Road Agent Clarke stated that the Ragged Mountain and Wentworth project is the top priority; it needs to be reclaimed and overlaid. South Shore shim and overlay will finish that road.

The Chip Sealing priorities going forward are Merrymeeting Lake Road, Marsh Hill Road, Meaders Point Road, North Shore and Kings Highway.

Motion to approve account # 4901 in the amount of \$347,100, which includes funding for the Shirley Pit purchase as well as the full amount of the RSMS request, made by Selectman Kratovil. Motion withdrawn after discussion of priorities.

**Motion to approve account # 4901, Land and Improvements, in the amount of \$332,705, which includes \$36,100 for the Shirley Pit purchase as well as the recommended RSMS amount of \$296,605 made by Chair Jarvis, seconded by Selectman Bickford. 3-0**

**Capital Outlay/Buildings- 4903:** This is a new budget added for the replacement of the furnace at the Highway garage. The quote obtained was for \$11,000. This project will be required to get three quotes based on the Town's purchasing policy.

The Board and Road Agent discussed the heating options that the Highway Department has going forward with this project. They discussed the heating of the Highway and Transfer Station equipment, as well as the Highway Building expansion.

**Motion to approve account # 4903, Buildings, in the amount of \$11,000 made by Chair Jarvis, seconded by Selectman Kratovil. 3-0**

Selectman Kratovil made a suggestion to add money for a study on an industrial park. Selectman Bickford explained that there will be a warrant article to expand the zoning district to run down Tash Rd. and back up Route 11 to Depot Rd.

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**Equipment Mechanic:** EM Valladares brought a new tracking sheet to the Board to ensure that the direction he is moving in is the correct one. He brought examples for the new repair order that allows for pricing to be included. The Board agreed that he was moving in the right direction.

**Projected Tax Rate Review:** The Board was given a projected tax rate from TA Webb and Finance Officer Blackden. There was a discussion about past tax rates. At the end of the 2011 Town Meeting, we were expecting a tax rate of \$7.05, but the 2011 Tax Rate turned out to be \$6.88. The Board also brought down the 2010 tax rate.

Chair Jarvis asked if the Board wanted to move forward with a Recycling Revolving Fund. She said she is in favor of going forward with one in the future, but would like to wait until there is a system set up to accurately account for what money will go into the fund. Selectman Bickford said he has been on the fence about the fund, as there would have to be an adjustment made to the General Fund revenues if the fund is created. He does not care to restrict too many revenues, but he sees the positive incentive as well. Selectman Kratovil thinks the money should be going into the General Fund.

The Board will not be going forward this year with a warrant article for a revolving fund established for recycling.

The Board made a list of the budgets that they would like to revisit after seeing the worst case scenario of the 2012 tax rate.

- Capital Reserve Funds
- Expendable Trust Funds
- Police Department
- Recreation Department

**Next Meeting:** The next meeting will be held on Thursday, January 5<sup>th</sup>, 2012.

**Ethics Policy:** Dot Veisel, Barbara Hunter, and Carol Allen came to present the newly adopted New Durham Ethics Policy. It will be included in the 2011 Town Report. The committee worked very hard to preserve the essence of the ordinance and to maintain to these things that the committee felt the citizens want to see as a standard of ethics in the Town. They are hoping that it is a document that will prove useful to the public servants and residents of the community. The Policy was adopted on December 27, 2011. It will go into effect 30 days from then, which is January 26, 2012.

The Board of Selectmen are now charged with appointing a new ethics committee to be made up of no less than three, and no more than five residents. The Ethics Policy Revision Committee is now disbanded, as their charge is complete.

Chair Jarvis thanked the members for their hard work, dedication and challenging task. Selectman Bickford would like to put out an ad for the committee positions, and would like to

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ask for a few words regarding the duties of the committee. Selectman Kratovil thanks the committee for all the time they spent on the document and looks forward to reading it.

TA Webb will put something on the website and will also contact the past committee and board members to see if anyone is interested in participating in this upcoming committee.

The members of the committee wanted to make sure the Board was aware that Mike Gelinas was also on the committee and contributed a lot to the discussion. The committee did a wonderful job. They started the process in April, and met twice a month.

**Motion to enter nonpublic under 91-A: 3 II c-reputation of another, made by Selectman Bickford seconded by Selectman Kratovil. Roll Call Vote: Jarvis- aye, Bickford- aye, Kratovil- aye.**

**Nonpublic session was entered into at 11:37AM.**

**Members Present:** Theresa Jarvis, David Bickford, Jeffrey Kratovil

**Also Present:** Town Administrator Alison Webb

The Board of Selectmen discussed a disciplinary issue with TA Webb.

Selectmen Kratovil would like to schedule a meeting with Equipment Mechanic Valladares. Chair Jarvis recommended meeting with the four department heads on January 9<sup>th</sup> starting at 9am to review their evaluations.

The Board discussed an ongoing issue with an employee in Town Hall.

**Motion to leave non-public made by Chair Jarvis, seconded by Selectman Bickford. 3-0  
Public session entered into at 12:27PM.**

Selectman Bickford asked if we could advertise the change in the Transfer Station Hours more prominently on the website.

Selectman Kratovil recommended that the Board think about some concerns they have identified and certain areas for the Police Department to focus on. Selectman Jarvis urged other Board members to no micro-manage the Department Heads.

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

**Meeting adjourned at 12:41PM.**

Respectfully Submitted,  
*Alison Webb*