

**New Durham Board of Selectmen
Minutes of Meeting ~ October 29, 2012
Fire Station Community Room**

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Others Present: Town Administrator (TA) Jeremy Bourgeois, Transfer Station Foreman Joe Bloskey, Cathy Orlowicz, Financial Assistant Vickie Blackden, Town Clerk Carole Ingham, Library Director Max Wirestone, Library Trustee Joan Martin, Assessor Robert Estey, Police Chief Shawn Bernier, Sgt. Reggie Meattey, Katie Woods, videographer Jim Ladd, recorder Cathy Allyn (left at 11:00 a.m.)

1. Call to Order – Chairperson David Bickford called the meeting to order at 9:05 a.m. and Selectman Jeffrey Kratovil led the Pledge of Allegiance.

2. Public Forum – There was no public input.

3. Approval of Minutes – The Board agreed to review the minutes at the end of the meeting. Chair Bickford said the Board needed to reach a decision on the fund balance by 1:00 p.m. today.

4. Agenda Review – The Board discussed several minor changes.

Chair Bickford said there had been no developments on the fuel pricing. Town Administrator Jeremy Bourgeois said the 1983 Dodge truck has been picked up by the individual who bid on it, and that Leon Smith's exit interview has not yet been performed. Selectman Kratovil requested a non-public session at the end of the meeting.

5. New Business

Solid Waste Facility Budget – Transfer Station Foreman Joe Bloskey presented his budget narrative. Regarding a slight increase in salary, Cathy Orlowicz noted that four holidays in 2013 fall on Transfer Station non-scheduled work days, and the personnel policy allows for employees to be paid for those days straight time. Selectman Terry Jarvis noted that Mr. Bloskey is eligible for holiday pay. Ms. Orlowicz said the increase of \$766.40 is due to covering that time.

Regarding the part-time line, Ms. Orlowicz said last summer the two part-time employees covered the additional summer hours, but the law has now changed so one of the individuals is restricted to the number of hours he can work, as he is part of the NH Retirement system. She said the hours will be divided among three people in 2013.

When Mr. Bloskey mentioned his telephone stipend, Selectman Jarvis indicated that laws have changed and TA Bourgeois is investigating the possibility of stopping personal phone stipends, as those phone records may be open to the public and the stipend may be considered taxable income.

Ms. Orlowicz told the Board revenue from recycling collection increased by 20 per cent and expenses for removing solid waste have decreased 30 per cent, and removing C&D, 40 per cent to net an overall \$70,000 in savings.

Mr. Bloskey explained that last year, Samsung was operating under a grant, so it cost the Town

one cent per pound to remove e-waste. For 2013, the cost will be \$.15/lb. Ms. Orlowicz said we are in the black now, so there is no need to change the Town's fees for e-waste disposal.

The solid waste facility budget had decreases in the following lines: Telephone, Demolition and Debris Removal, Landfill Monitoring, Hauling of Recyclables, Equipment Rental, and Vehicle Fuel. Selectman Jarvis said the Board would need to revisit Vehicle Fuel in light of the fuel contract expiring at the end of this month.

Larger increases in the budget included \$6,561 for recycle disposal fees (due to the e-waste jump) and \$3,495 in equipment maintenance for annual scale calibration and regular maintenance (yearly changing of hydraulic oils that have not been changed in a few years). The overall increase in the solid waste budget came to \$7498.40 for a 3.6 per cent increase.

Capital Reserve Funds - The Board agreed to look at CRFs for the Transfer Station. Regarding Facility Improvements, Ms. Orlowicz noted the stormwater management plan submitted to DES deals with toxins in stormwater. She said covering recyclables and C&D containers would reduce toxins in stormwater. She told the Board with even a modest increase to \$5,000 yearly, it would be 2019-2021 before there would be enough money to put down concrete. She said Quonset huts could cover those areas sooner, and the CIP agreed to increase the CRF contribution to \$5,000. Ms. Orlowicz said with those funds and the money already in the fund, approximately \$16,683.16, one hut could be purchased.

She described the canvas hut as being 30'x30' and about 19' to 21' high, on concrete blocks. Quotes ranged from \$18,395 to \$39,740. She recommended covering the C&D first as more toxic pollutants are leaching out from there. She added that the Town pays by weight for hauling, and wet materials can add to the tonnage. By covering the containers, savings realized would be approximately \$231 a year, in addition to mitigating harm to the environment.

Chair Bickford noted that a contribution to the CRF of \$3,000 would allow purchase of one hut. He said CMA Engineers might have some input on the hut location and if crushed stone or something else would be needed, since the water run-off flow pattern would be changed by addition of a hut.

The Board discussed the Transfer Station's Equipment CRF and the request for an additional baler, allowing residents to throw aluminum cans directly into the baler, and thereby increasing efficiency. Price for a new baler is \$14,124 installed with an electrical hook-up charge of \$1,970 for a total of \$16,094. Total for a used baler would be \$9,020, but it is unknown if one is available. Ms. Orlowicz asked that the 2012 resale revenues be applied to the baler and installation. She said there was \$15,492.25 there now, with more coming.

Selectman Jarvis said she liked the idea of the baler, and suggested encumbering the Transfer Station's revenues and taking the remainder from the undesignated funds. She spoke of establishing a revolving fund for the Transfer Station.

Mr. Bloskey said five to six labor hours a week would be conserved with the additional baler, depending on the season. He said employees could use that time to check stickers and ensure proper recycling.

Ms. Orlowicz said \$26,784.57 was in the Equipment CRF now, and the Transfer Station has large purchases coming up: replacing a compactor and container in 2016, replacing or repairing the plastics container in 2019, purchasing a Bobcat and loader in 2022, and replacing a baler in 2023. Chair Bickford said there may be enough money in revenues to purchase the baler in another month.

Building Maintenance – Ms. Orlowicz provided a hand out on the Solid Waste request for \$1,000 for scheduled furnace cleaning and a larger oil containment system. She said the new system could be offset by a grant. She noted the Joint Loss Management Committee's report on its walk through of the Transfer Station. Selectman Jarvis suggested Mr. Bloskey contact the committee for detailed information.

Fund Balance – Financial Assistant Vickie Blackden and Town Clerk Carole Ingham said the DRA wanted the figure for the fund balance now, due to the threat of bad weather. The Board indicated it was fine with the figure and Chair Bickford signed the documentation.

Respectfully submitted,

Cathy L. Allyn

11:00 A.M. - *Library* - Max Wirestone and Joan Martin joined the Board of Selectmen to discuss the New Durham Library's budget. Max handed out some statistics for year to date, including attendance, circulation, and computer usage. Max discussed the recent talk that the Library Trustees had regarding the assistant librarian/children's librarian position. They have proposed to increase the hourly pay for the position but eliminate some of the perks such as federal holidays and paid inclement weather days. Selectman Jarvis stated her belief to eliminate the perks, as it is not fair to the other part-time employees for the town. They discussed how the position has traditionally been partially funded from another line in the budget.

Chairman Bickford questioned if the Town even needs a library assistant. He provided some figures of other towns in the area and what their personnel and operating costs are. Max stated that he was open to exploring and that he often compares New Durham to Farmington and Alton. Selectman Jarvis stated she would like to compare attendance and circulation numbers, not just the specific line of operating costs. Max discussed with the Board the staffing numbers at the library and the need for a substitute if an unforeseen illness comes up. Selectman Kratovil proposed a 2% increase in salary and to keep the perks as is.

Max requested an additional \$500 in the substitute budget in case of illness or extended time off. The increase is offset by another line having a deduction.

Chairman Bickford asked about the night usage of the lights outside the library. He asked for Max to look into the timers for the outside lights.

Max explained that the increase in substitute costs will be made up in the \$800 reduction in the operating funds line. He described the patron programming to the Board and how the library receives a lot of donations of goods and volunteered labor. He also explained how the library uses open source programs and operating systems as much as possible to prevent problems on the computers.

Financial Administration and Assessing - Vickie Blackden and Robert Estey joined the meeting at 12:00 P.M. for Financial Administration and Assessing. The Town has reduced the funding for contracting services for the upcoming year. The GIS building updates have resulted in an increase in the tax map

update line. The Board and Mr. Estey discussed how the town assesses property that has burned down or been demolished. It was mentioned that the GIS maps online have been decreasing the foot traffic in town hall and should do so in the future even more.

Mr. Estey recommended to the Board that we begin talking about data collection on properties in 2014, especially the lakefront properties during the summer. He thinks the Town should create a schedule and plan ahead so companies can be contacted ahead of time. The Board talked about creating an RFP in 2013 to ensure New Durham makes the schedule. The Board talked about the future plans for assessing, as Mr. Estey said he only plans on another year or two in his current position before retiring. He proposed a couple directions the Town can go in but insisted it's completely up to the Board.

Mrs. Blackden presented her Financial Administration budget to the Board. She stated that the only major change is in software due to increases.

Tax Collection - Mrs. Ingham joined the meeting for the tax collecting budget. She recommended a step promotion for the deputy tax collector. Mrs. Ingham told the Board she found some saving printing tax bills and envelopes. She mentioned that she has considered outsourcing the printing and mailing of tax bills but is worried about the turnaround time. She said the current system of doing it in house has a quick turnaround time and gets revenue into the Town's account. The tax management software had a small increase of \$49. Mrs. Ingham spoke about meeting with Chris LaPierre of the Copple Crown district and how they discussed the possibility of the Town taking over their water billing. They could be liened with the Town taxes.

Police - Chief Bernier, Sergeant Meattey, and Executive Assistant Katie Woods joined the meeting at 1:00 P.M. for the Police Department Budget. The Chief and Board discussed purchasing a speed warning sign that could be partially funded by a state grant.

Chief told the Board that the increase in the part-time overtime & on call will be to cover for the officers that will be training until June 2013. The telephone service through TDS was talked about and how the Town has been less than pleased with their service and billing. The Board asked about the \$65 Fairpoint charge that is being paid to the dispatch for calls made on their behalf. Cell phone stipends were discussed, given the wide range of stipends across Town employees and the possibility of purchasing Town cell phones. Many of the lines in this year's budget remain unchanged. Chief Bernier added the dry cleaning line to this year's budget. Each officer will get one pair of pants and a shirt cleaned per week.

Selectman Jarvis brought up the idea of establish a revolving fund for the Police Department's detail work. As it is the money is being appropriated every year and the Department is not making any money off of it.

Selectman Jarvis motions to accept account #4414- Pest Control in the amount of \$1,600.

Selectman Kratovil seconds. All in favor, 3.0.

Chairman Bickford brought up the contract for prosecution on behalf of the Town. Chief said it is very difficult to pinpoint exactly how many hours the prosecutor is spending on cases for New Durham. He stated that he believes the current setup is good for what the Town needs.

Chairman Bickford stated he would like the court prosecution budget to be moved from legal to the

Approved BOS Minutes 10/29/12

Police Department budget.

Selectman Kratovil motions to move legal expenses #4153, line 321 court prosecution, to account #4210 police. Second by Chairman Bickford. 2-1, Selectman Jarvis opposed.

Selectman Kratovil motions to release staff early because of Hurricane Sandy and close Town Hall at 3:00 P.M. Second by Selectman Jarvis. 3-0.

Motion to enter Non-Public Session under RSA 91-A:3 II (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, made by Selectman Kratovil, seconded by Selectman Jarvis. Roll Call Vote: 3-0 at 2:40 P.M.

Motion to come out of non-public session made by Selectman Bickford, seconded by Selectman Jarvis. Roll Call: 3-0

Adjournment

Motion to adjourn by Selectman Jarvis, seconded by Selectman Bickford. Roll Call: 3-0. Meeting adjourned at 3:11 P.M.

Respectfully submitted,

Jeremy Bourgeois

An electronic record of the meeting is on file with the Office of Town Clerk, and some meetings can be viewed on the Town's web site on demand.