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**New Durham Board of Selectmen
Minutes of Meeting ~ November 14, 2012
Fire Station Community Room**

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Others Present: Financial Assistant Vickie Blackden, Welfare Officer Laura Zuzgo, Rudy Rosiello, videographer Jim Ladd, recorder Cathy Allyn

1. Call to Order – Chairperson David Bickford called the meeting to order at 9:05 a.m.

2. Town Office Executive Budget 4130 – The Board reviewed the budget narrative with Financial Assistant Vickie Blackden. She said the selectmen's salaries, at \$1,500, remained unchanged.

Regarding the Town Administrator's contract, she said the proposed amount of \$74,400, down from this year's \$77,100, may not be the correct figure. Selectman Terry Jarvis said Chair Bickford had mentioned dropping the amount. Ms. Blackden said the matter needs to be clarified then, as the Town has received a bill from MRI for \$6,500, the former monthly rate.

Miscellaneous Clerical decreased by \$173.88. Ms. Blackden said approximately \$500 from that line may be needed for clean-up of the Land Use department, due to Land Use Administrative Assistant David Allen's departure.

Ms. Blackden noted existing problems with TDS over the long distance rate, which was contracted at 5.5 cents. She said she has spoken to Jim Murphy concerning this, as well as the fact that the Town has been receiving three bills instead of one. Once straightened out, a savings of \$500 is anticipated.

Chair Bickford asked for justification from Wolfeboro Community Television for the franchise fee and equipment. The amount budgeted is the same as last year. Ms. Blackden said she would ask Peter Pijoan to fax over his income statement for that information.

A proposed jump in Equipment and Systems is due to an increase in volume of printing, reflected in the copier payment. Ms. Blackden said the copying costs were underestimated last year. Chair Bickford asked that all items under this line be listed separately. Ms. Blackden asked for someone to double check the Carbonite back-up system to determine if it's working properly. Selectman Jarvis said it might be possible to find a volunteer with an IT background. She proposed a conference phone, ranging in price from \$800-\$1,000, to be utilized by boards and committees. Chair Bickford said the Town may not want to spring for that.

Ms. Blackden said the budgeted figure for printing the Town Report is \$1,000 higher for a section of color photo pages highlighting the 250th Celebration.

Advertising under the Executive budget decreased by \$200, as public hearing, RFP, and bid notices are now under the specific departments.

Dues and Membership Fees increased by \$173, as the Local Government

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Center's fees went up.

Office Supplies increased by \$500. Ms. Blackden said that budget was cut back last year and it did not work well. She noted the high cost of ink cartridges. Selectman Jarvis said she used refurbished ink cartridges purchased online. Ms. Blackden said Laura Zuzgo had tried that in the past, and had issues.

Books and Periodicals decreased by \$50.

The Meetinghouse postage and printing expenses increased by \$100. Cathy Allyn, chair of the Meetinghouse Restoration Committee, explained that the costs of applying for the LCHIP grant and the Seven to Save designation were high, due to the number of copies and sorts of materials the funding agencies requested. She said George Gale paid the costs himself. Ms. Blackden noted that he should submit receipts for reimbursement.

Chair Bickford suggested the Boodey House postage and printing expenses be combined with Boodey House advertising. Both of those lines have been dropped to \$1.

Ms. Blackden said a new line, Special Events, had been created to pay for the Post Cane award, engraving costs, and small special event details. The proposed amount is \$250.

Other lines with no variance from last year are Salary Clerical, Registry of Deeds Recording Fees, Meetings and Conferences, Postage, and Mileage reimbursement for the Board of Selectmen and town administrator.

3. Health and Other Agencies 4415 – Selectman Jarvis said she had done research, so she would present the proposed budget.

VNA - Regarding the VNA, she said that organization took a \$23,000 loss on New Durham clients last year, including the Adult Day Care. She said they are now enforcing their policy of no services provided to uninsured or Medicare patients if the community doesn't give backing. She said an uninsured or Medicare patient could then approach the Town, which would have to pay from the medical and Welfare lines. The VNA is requesting \$1,846, which equals 12-15 home visits. She said she strongly recommended the town fund at the \$1,846 level. Selectman Kratovil said he tended to not support these kinds of programs.

CAP - Selectman Jarvis said the Town has contributed \$1,500 to CAP for several years. She said in return, New Durham citizens get \$172,500 in services that include fuel, electric, and home weatherization assistance. Chair Bickford said the Town could get \$172,500 even if it did not contribute. Selectman Jarvis said she recommended contributing \$1,500. Selectman Kratovil said he would like to negotiate that figure down.

Homemakers – Selectman Jarvis said the Homemakers of Strafford County offer few services and recommended not to help fund. Selectman Kratovil agreed.

CASA – Selectman Jarvis recommended not funding it and Selectman Kratovil agreed.

Selectman Jarvis proposed funding only the VNA and CAP for a total of

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\$3,346. Selectman Kratovil asked about funding the Red Cross. Selectman Jarvis said she had not yet received information on what the Town has received from Red Cross.

4. Welfare 4444 - The Board met with Welfare Officer Laura Zuzgo. She said her office has been helping with rents regularly. She said the CAP fuel assistance may not start until January 1, 2013 so the Town may need to cover that throughout December 2012.

The Board asked for a full year of fuel described as volume, rather than the dollar amount. Ms. Zuzgo agreed to provide that data, but added that those numbers may change this year because now there is only one company willing to do a 50 gallon, rather than a 100 gallon, drop. She said she also needed to look into getting cord wood.

Selectman Jarvis said the Board should look at the spreadsheet on rent and mortgages, also. Ms. Zuzgo said this is the most of this budget she's ever used.

Ms. Zuzgo reported she has gone through the archived applications, so the Town could send out reminders that money is owed. She asked the Board to waive the interest fees (six per cent after the first year) if the liens are paid off within 30 days. She said reminders haven't been sent out for years and some bills are terribly high due to the accrued interest. She said her feeling was it was better to collect \$5,000 rather than none. Selectman Jarvis agreed that it would have to be a limited time and one-time only chance to pay the bill interest free.

Chair Bickford asked Ms. Zuzgo to bump her budget to \$30,000 and return with the fuel needs in gallons. Selectman Jarvis asked for reports ahead of time. Ms. Zuzgo said it was a guessing game in this economy with increases in fuel, postage, rent, and mortgages. She told the Board how she figured the clients' needs.

5. Police Prosecution Costs

Ms. Blackden said she spoke with the lead auditor, who indicated the prosecution expense should be budgeted in the Legal line 4153. Chair Bickford cited an email from Kathryn Sanders, Senior Accountant with Plodzik and Sanderson PA. He interpreted it as the costs should be classified in the Police Department budget. Ms. Blackden said she would speak with Ms. Sanders again, due to the confusion over the email.

6. Alternative Energy

Selectman Kratovil noticed a photovoltaic array in MA and asked if the Board would be interested in having him research something similar in town. Selectman Jarvis said she was thinking of starting smaller, such as solar panels on the highway garage roof. Chair Bickford said the Town should look at the cost effectiveness of alternative energy and the time to implement it is when there's a change, such as construction on a building. He broached the subject of consulting a professional. Selectman Jarvis suggested starting with the Strafford Regional Planning Commission.

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Chair Bickford said he was hesitant about the Town going into power production business, referring to Selectman Kratovil's comment on selling off extra electrical power. He said he was interested in an alternative energy source for the highway garage. He said a professional would tell us what would work.

The Board was in consensus to direct TA Jeremy Bourgeois to contact Tony Fallon and CMA Engineers regarding alternative energy for electrical and heating needs for the highway department complex and the cost to investigate and design renovations at the highway garage and Town Hall. TA Bourgeois is also to see about getting an architect to look at Town Hall. Selectman Jarvis said any RFPs would have to be gotten together in order to encumber 2012 money. Chair Bickford said that, due to its historical designation, Town Hall is a special building and there could be problems if something were done wrong. He said money may be able to be encumbered in the CRF.

Selectman Kratovil spoke on current Town regulations. He suggested saving money by deregulating and getting rid of impact fees so houses get improved and are worth more or making it easier for businesses to start up.

Selectman Kratovil brought up future use of Town owned land on Berry Road. He asked about the police station moving to the library and building a new library on Berry Road.

7. Adjournment

Motion by Selectman Jarvis at 11:10 a.m. to adjourn; second by Chair Bickford. 3-0.

Respectfully submitted,

Cathy Allyn

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.