

**New Durham Board of Selectmen  
Minutes of Meeting ~ October 22, 2012  
Town Hall**

Members Present: David Bickford, Theresa Jarvis, Jeffrey M. Kratovil

Also Present: Interim Town Administrator (TA) Jeremy Bourgeois, Building Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello, Land Use Administrator David Allen, Emergency Management Director Ken Quigley, Kristyn Bernier, Scott Drummey, Rudy Rosiello, Dot Martin Veisel, videographer Jim Ladd, recorder Cathy Allyn (at 7:00 p.m.)

Meeting called to order at 6:01 by Chairman Bickford.

Dot Martin briefed the BOS on the current status of a small claims lawsuit against a resident for debts owed for the last 3-4 years to Parks & Recreation. She plans on representing the Town in small claims court since all other options have been exhausted.

The BOS decided to postpone approving minutes until next meeting. Chairman Bickford wanted to add a discussion of performance evaluations and the budget layout for after the department meetings.

Building Inspector Arthur Capello presented to the BOS. He asked the BOS for a stipend for his cell phone because usage on his personal cell phone has increased 41%. He stated that permits issued this year are down but overall revenues are up 9%.

Chairman Bickford asked if it was possible to reduce the hours of the position. Mr. Capello didn't believe it was going to save the Town much money. He stated that he always has either people coming in on his nights or phone calls while at Town Hall.

Selectman Kratovil asked Mr. Capello about his spending of specific lines, whether Mr. Capello will be spending the money he budgeted for this year. They discussed mileage, printing and publications.

The Board moved on to Health Officer. Mr. Capello explained that his water testing budget is up due to the testing done at Town Hall this year. Selectman Jarvis said it would make more sense to have specific water testing funds to come out by department- Parks & Rec. for the ball fields, Government Buildings, etc.

The Board moved on to Emergency Management. Mr. Quigley stated he hasn't spent much of his budget due to a lack of emergencies in the area. He would like to keep the same budget, especially the conference and training line because he would like to add a Deputy Emergency Management Director. He proposed to the town that KG Lockwood, the Deputy Fire Chief, be appointed the Deputy Emergency Management Director for the Town of New Durham. The BOS will consider and vet KG and vote on it during their next meeting on November 5<sup>th</sup>.

Selectman Kratovil read off some numbers from the Towns of Barnstead and Strafford. He stated that these towns spent much less than the Town of New Durham. He realized he mistakenly looked at the entire budget of \$4290, which also includes forestry. The Emergency Management request for FY2013 is \$3,850.

David Allen joined the Board of Selectmen for Conservation, Zoning Board, Planning Board, and the Master Plan. Selectman Jarvis asked about prorating the phone bill by specific department or committee. He told the Board that conferences and mileage lines are uncertain because he cannot tell what conferences will come up and who's available to attend. He suggests keeping the numbers as is, noting that there will be times when they are not spent. Mr. Allen told the board for personnel costs he calculated about 85% of his current salary, distributed across the departments he currently works for.

Chairman Bickford asked about moving the water testing line to the Health Officer. David clarified that this testing is much different.

The Board moved on to the zoning board. David Allen clarified that his numbers were originally done based on 2012 figures. Selectman Jarvis asked if David could break down his specific numbers by committee. David said he will report back to the Board with his exact breakdown of work.

The Board then discussed the Planning Board. David said the numbers were similar to 2012 like the other committees, minus the contracted services and personnel salary. He stated that salary for the Master Plan has been removed and that the salary is now 65% Planning Board, 10% Zoning Board & Adjustments and 10% Conservation Commission

Respectfully submitted,

*Jeremy Bourgeois*

*Planning Board* – Mr. Allen said the Planning Board's (PB) 2013 budget is similar to the 2012, with the exception of the personnel line item and changes to the contracted services line. He said the PB would have a greater need of contracted services that could not be identified in advance, due to the staffing change. PB Chair Scott Drummey told the Board the PB may not be able to do its job if the contracted services line does not increase.

Regarding dues to Strafford Regional Planning Commission, Mr. Drummey said the organization would become the PB's equivalent to the Local Government Center if Land Use staff is cut. The Board agreed to put the SRPC dues in the PB budget, rather than under administrative.

Ms. Veisel asked about allocation of services from the SRPC, since the highway department uses the organization, also. Mr. Allen explained assistance as expertise is essentially unlimited, as with the LGC, but if the SRPC had to write something for the Town, that would incur additional cost.

Mr. Allen provided the Board with a revised worksheet, since his first was based on a full-time Land Use position. He said the PB had been working for six months on the Master Plan, but given that the staffing will decrease, he recommended work on the Master Plan be held off until 2014. He suggested adding \$5,000 to the Master Plan CRF, which now is at \$5,500. Regarding contracted services for the Master Plan, he said two committees are working on trends in the larger world which will affect the town's environment, and determining values of the town. He told the Board that contracted services would help those committees articulate their findings. He said expertise was necessary for a realistic Master Plan.

The Board reviewed budget decreases based on staffing changes.

*Parks and Recreation* – Parks and Recreation Commissioner Kristyn Bernier asked for 100 hours of special events, 50 more than last year. She said people are clamoring for more activities and the Commission brought in director Kellie Chase for programming. She said she made adjustments in other areas for that change.

Ms. Bernier said she upped contracted services as handicapped port-a-potties are needed at the ball fields and beach. She said field maintenance has shifted priorities, and reported the walking path is completed. She and Ms. Chase brought up an addition on the shed to store the lawn mower and chemicals. She said the dugouts would take priority over a new building to store equipment.

Ms. Bernier said dues had decreased. Discussion ensued on handicapped accessibility at the Town Beach. Ms. Bernier said the Commission was never consulted when work at the beach was done. She said railings have been added, but told the Board she did not know what work would have to be done to make the area accessible. TA Bourgeois will look into what beach handicapped access would entail.

*Streetlights* – TA Bourgeois is to get information on streetlights.

**Approval - Motion by Selectman Jarvis to approve account # 4711, long term bonds and**

**notes, as presented in the amount of \$86,498; second by Selectman Kratovil. 3-0.**

*Proposed Warrant Article* - The Board discussed a warrant article proposed by Selectman Kratovil concerning using a specific percentage of returned funds to pay down the bond for the sand and salt building. Chair Bickford said he believed in bonds on buildings so future users would pay, too. He said he'd rather pay down taxes now with the returned money. Selectman Jarvis said she would like to think about it. She said she leaned toward putting returned funds toward CRFs as they've been underfunded, which was done last year.

Selectman Kratovil said it would be the conservative thing to do because the revenue may come back, rather than putting it in the undesignated fund. Selectman Jarvis said that fund was needed to fix the dam one year. Chair Bickford said the Board could revisit this.

Selectman Kratovil asked about possibly moving the financial officer upstairs in January. Chair Bickford advised staffing hours should be decided first. Selectman Jarvis said reconfiguring may occur as Town Hall is fixed.

**Motion by Selectman Jarvis to approve account 4721, interest on long term bonds and notes, in the amount of \$32,949; second by Selectman Kratovil. 3-0.**

*Legal* – Regarding the \$10,000 invoice from the prosecutor, Selectman Jarvis said she figured conservative salaries for the prosecutor and prosecutor's secretary and the time they indicated they spend on trials and arraignments. She said she arrived at a total of \$16,232.50 for the service. Chair Bickford said he'd like something more accurate. He brought up moving the item to the police department's budget, since that department handles prosecution. Selectman Kratovil asked if our officers should be trained to prosecute their own cases. Chair Bickford said if the prosecutor kept a log, we would be able to ensure our town isn't subsidizing others. Selectman Jarvis said the fee is broken down by activity. Chair Bickford said he was looking for justification for the \$10,000.

*1772 Meetinghouse* – Selectman Kratovil brought up information on the amount of money suggested by the CIP for the Meetinghouse CRF. Chair Bickford said it should be put on the agenda. Selectman Jarvis said CRFs are to be discussed December 4, 2012.

*Accounting Suggestion* – Chair Bickford said the auditors suggested the Board adopt a fund balanced policy, which apparently is a method of accounting. TA Bourgeois is to investigate.

*Evaluations* – Selectman Kratovil said he thought the department head evaluations were precise, as written. Selectman Jarvis said it would take about four hours to go through them with employees. TA Bourgeois suggested giving out the evaluations and determining a time to meet if an employee wanted to.

*Budget Layout* – Selectman Jarvis said she was confused by Barnstead's layout. Selectman Kratovil said Financial Assistant Vickie Blackden indicated New Durham's budget could be changed to be like Barnstead's. He said it would be more time consuming and a shortcoming would be that some budgets could be delayed because some items do not come in until January.

Selectman Jarvis said if any one department had to outline all its expenses, all departments should. She said that would involve splitting Town Hall by prorating electricity, oil, square footage, etc. Chair Bickford said that would be good, but it wouldn't be necessary. He said the Budget Committee chair indicated he had no preference on budget layout.

Selectman Jarvis said the Board would need to give the department heads notice, so they can prepare their budgets that way. She said it would take longer for them to acquire all the additional information from the government building lines and other places. Selectman Kratovil suggested asking Ms. Blackden how much extra time it would take to switch formats. He said the Board could consider if it is worth the extra money per year. Selectman Jarvis said most budgets were in, so they would have to be redone.

**Motion by Selectman Jarvis that, effective with the 2014 budget, department budgets will have as many specifics as possible, to include benefits, electricity, oil, and septic lines; second by Chair Bickford.** Selectman Kratovil said the Board should find out how much time it will take Ms.

Blackden to move things for this year. Chair Bickford said former TA Alison Webb did it for him last year. **3-0.**

**Motion by Chair Bickford to change the budget for 2013 to reflect what the library and Barnstead do for their budgets; second by Selectman Kratovil.**

Selectman Jarvis said the Board had been told it would take a day and a half to move a few items, but not all. She said there are periods during the year that Ms. Blackden would have time to work on this. Selectman Kratovil said it will be a real eyeopener when the public sees the retirement benefits. He said that was good for transparency. He said it will blow minds in terms of how much money is spent. He said he supported retirement benefits. Selectman Jarvis pointed out that some employees are ineligible for Social Security, so their retirement pay is higher. She said not everyone understands that. **Bickford – aye, Kratovil – aye, Jarvis – nay. The motion carried.**

Selectman Jarvis advised the Board that Ms. Blackden's overtime line may run over.

*Land Use Hours* – Selectman Jarvis said she wanted to hear the proposal from the Planning Board regarding reduced staffing. Chair Bickford said the hours would be consistent with other towns. Selectman Jarvis said she figured three hours a week for meetings and 24 hours in the office for a total of 27 hours per week. She said the Conservation Commission and Zoning Board of Adjustment chairs could be consulted, as a courtesy. Chair Bickford said the Board needed more information on hours.

### **Adjournment**

**Motion by Selectman Jarvis at 10:15 p.m. to adjourn; second by Chair Bickford. 3-0.**

Respectfully submitted,

*Cathy L. 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.