

**New Durham Board of Selectmen
Minutes of Meeting ~ December 4, 2012
Fire Station Community Room**

Members Present: Theresa Jarvis, David Bickford, Jeffrey Kratovil

Others Present: Town Administrator (TA) Jeremy Bourgeois, Rudy Rosiello, videographer Jim Ladd, recorder Cathy Allyn

1. Call to Order – Chairperson David Bickford called the meeting to order at 9:06 a.m.

2. Budget Review

4155 Personnel Administration – The line is at \$539,530. Selectman Terry Jarvis said Financial Assistant Vickie Blackden cannot come up with anything on retirement, etc. until wages are decided upon.

Selectman Jeffrey Kratovil suggested one per cent across the board for salary increases, which is half of last year's increase. Selectman Jarvis said Chair Bickford once mentioned two per cent. Chair Bickford said he would like to bring up people whose wages are behind. He said they needed to be bumped up, and suggested putting away some money for that. He said he thought COLA was 1.7.

Selectman Jarvis said past research indicated that costs have increased six per cent and the Board gave two per cent last year. Selectman Kratovil suggested taking \$13,000 across the board and dividing it proportionally among the departments. He said department heads could suggest who received raises. He said the idea of inequitable salaries could also be looked at.

Chair Bickford said using two per cent of the payroll would give the Board enough money to divvy up as it saw fit. Selectman Jarvis added a suggestion of two per cent across the board and taking one per cent of the total salary line of each department and awarding merit raises within each department. Chair Bickford said he was thinking along the same lines, but was using a different number.

Selectman Kratovil said he liked department heads naming those deserving of an increase. He said it would provide an opportunity for those who are making less, to incur more. Chair Bickford said arriving at a number was more important at this point, than the actual process of awarding increases. Selectman Jarvis said the Board had been procrastinating on the budget as a whole and urged making a decision on the issue. Chair Bickford said he disagreed with Selectman Jarvis' percentages of two per cent plus one per cent. Selectman Jarvis asked when the Board would decide who gets raises.

Motion by Chair Bickford to use two per cent of total salaries (including retirement, workman's compensation, and all related encumbrances) for employee raises, with specific individuals to be decided upon later; second by Selectman Jarvis. 3-0.

Health Insurance – Selectman Jarvis said she received cost estimates from Ms. Blackden on health insurance. She said the Town anticipated a 16 per cent increase, but it is only an 8.1 per cent rise. The Board expressed no interest in changing health insurance carriers. Selectman Kratovil asked if there had not been a provision in the contract that it would not increase past a certain amount. Selectman Jarvis said that was the PRIMEX package. She added that a new company will be offering health insurance because PRIMEX has stopped, and said Town Administrator Jeremy Bourgeois could look into it.

4199 Other General Government

Road Agent Michael Clarke noted the two dams in town are Birch Hill and Downing's.

Motion by Selectman Jarvis to approve account #4199, Other General Government in the amount of \$2,800; second by Selectman Kratovil. 3-0.

4902 Capital Outlay and Equipment

RA Clarke indicated the pick-up truck, which was purchased used and has 150,000 miles on it, is due to be replaced according to the CIP schedule. He said the equipment mechanic does not want to put money into it, and RA Clarke recommended replacing it. Chair Bickford asked if RA Clarke had considered replacing it with a one ton truck, rather than a three-quarter. RA Clarke said he had two one-ton trucks now with plows. He said he would install the plow frame from the forestry vehicle on the new pick-up. He said five vendors quoted the municipality price and the money would come from the Highway Truck CRF. The fund has 184,662 in it now.

Motion by Selectman Jarvis to approve account #4902, Capital Outlay and Equipment in the amount of \$173,000, to be broken down into a three-quarter ton pick-up truck to replace the 2001 GMC at \$25,000 and a loader to replace the 1998 John Deere 544 loader at \$148,000; second by Selectman Kratovil. 3-0.

The Board discussed the Road Surface Management System provided by RA Clarke, including various methods of maintenance and repair. Chair Bickford asked for more detail on location of the work. Selectman Kratovil asked RA Clarke if he was comfortable with the workload. RA Clarke replied that he was on schedule for the amount of men and equipment he had and was ahead of schedule on ditching.

RA Clarke said he came up with a figure of \$98,462 for the Highway Block Grant. Cathy Orlowicz said the figure is based on the state's formula, which allows for \$11 per resident and \$1,200 per mile of classified road. With a population of 2,638 and 57.87 miles of classified roads, the total comes to \$98,462.

RA Clarke said last year's Highway Block Grant was not spent in its entirety, so only \$26,000 will need to be raised by taxes to support road reconstruction.

Motion by Selectman Jarvis to approve account #4901, Land and Improvements, in the total amount of \$245,874; second by Selectman Kratovil. Selectman Jarvis said this account provides monies to be funneled into

CRFs. Regarding the sharp decrease in requested funds (\$150,000 last year and \$26,000 this year), Ms. Orlowicz said the Road Surface Management System is starting to show its benefit. **3-0.**

Fuel – Ms. Orlowicz said Competitive Energy put together budgetary figures for diesel: \$3.44, heating oil: \$3.40, and unleaded gasoline: \$3.38. RA Clarke recommended using \$3.75 for diesel and \$3.40 for unleaded gasoline. He said he'd budgeted at \$3.22 for diesel, so there would be an increase in his budget. Chair Bickford said Ms. Blackden can adjust the figures, and asked the highway department to resubmit its budget using the new figures for diesel and gas. Ms. Orlowicz said she would inform the Transfer Station and Equipment Mechanic of the new budgetary figures. TA Bourgeois is to notify other departments to adjust their budgets accordingly.

Motion by Selectman Kratovil to approve the following figures to be used by departments for budgetary purposes: \$3.50 for heating oil, \$3.40 for gasoline, and \$3.75 for diesel; second by Selectman Jarvis. 3-0.

RA Clarke submitted a request to use unexpended Highway Operating Budget funds to fund gravel and fuel pumps CRFs and road reconstruction. He provided the Board with contact information on the solar energy expert discussed the previous evening.

Ms. Orlowicz provided the Board with stormwater management information regarding the Transfer Station's request for quonset huts.

4240 Building Inspection – Selectman Jarvis said the Budget Committee decreased the budget to \$25,509 due to some line reductions.

Motion by Selectman Jarvis to approve account #4240 Building Inspection, in the amount of \$25,509; second by Selectman Kratovil. 3-0.

4411 Health Officer – Selectman Jarvis said the Budget Committee reduced a line.

Motion by Selectman Jarvis to approve account #4411, Health Officer, in the amount of \$1,951; second by Chair Bickford. 3-0.

4290 Emergency Management – Selectman Jarvis said the Budget Committee reduced the mileage line by 100 miles. She said she would be dipping into that mileage account next year, as she will be attending meetings. She said the Budget Committee has not yet voted on the bottom line because it hasn't reviewed forestry.

Motion by Selectman Jarvis to approve account #4290 Emergency Management and Forestry, in the amount of \$16,155; second by Chair Bickford. 3-0.

4612 Conservation Commission – Selectman Jarvis pointed out that the account cannot be approved until the salary for the new Land Use Administrative Assistant is determined. Selectman Kratovil said he was fine with the salary being in

the Executive account. The Board removed the salary amount currently in the Conservation Commission account.

Motion by Selectman Jarvis to approve account #4612 Conservation Commission, in the revised bottom line of \$1,730; second by Chair Bickford. 3-0.

4192 Zoning Board of Adjustment – Motion by Selectman Kratovil to approve account #4192, Zoning Board of Adjustment, in the amount of \$600; second by Selectman Jarvis. 3-0.

4191 Planning Board – Selectman Kratovil said he would not recommend the recently discussed increase in contracted services because the Planning Board is going to be holding back on some regulations. He suggested keeping that line at \$1,000. Chair Bickford said the Planning Board is going to be editing some regulations and has been good about not spending money. He said it was good to have some money available. Selectman Jarvis said the Planning Board is going to revise zoning ordinances as well as another set of regulations and will need the money to compensate for the decreased staff hours. She said it was a modest increase over the \$500 from last year. Chair Bickford agreed to add in the requested \$500.

Motion by Selectman Jarvis to approve account #4191, Planning Board, in the new bottom line of \$9,316; second by Chair Bickford. Bickford – aye, Jarvis – aye, Kratovil – nay. The motion carried.

4520 Parks and Recreation – The Board agreed with the addition of \$100 to the advertising line, as the Budget Committee had.

Motion by Selectman Jarvis to approve account #4520 Parks and Recreation, in the amount of \$58,769; second by Chair Bickford. 3-0.

4723 Interest on Tax Anticipation Note - Motion by Selectman Jarvis to approve account #4723 Interest on Tax Anticipation Note, in the amount of \$2,500; second by Chair Bickford. 3-0.

Respectfully submitted,

Cathy Allyn

4153 Legal Expenses- Chairman Bickford would like a justification in the future. Selectman Jarvis stated that the Town uses LGC & MRI as much as possible instead of Town counsel.

Motion by Selectman Kratovil to approve account #4153 in the amount of \$30,000; second by Selectman Jarvis. 3-0.

4152 Assessing- The Board chose to discuss this account at a future meeting.

4299 Public Safety- Selectman Jarvis asked about starting a revolving fund for details at Town Meeting. Chairman Bickford stated his opposition to starting a new revolving fund. The Board decided to not fund Chances based on their failure to give details to the juveniles they served.

Motion by Selectman Jarvis to approve account #4299 in the amount of \$12,714. Motion failed due to a lack of a second.

4196 Insurance-

Motion by Selectman Jarvis to approve account #4196 in the amount of \$42,617; second by Chairman Bickford. 3-0.

4441 Welfare- The Board discussed the increase of \$5,000 in the budget based on an increase over the past couple of years. Line 850 increases from \$3,000 to \$5,000 and line 852 increased from \$13,000 to \$16,000.

Motion by Selectman Jarvis to approve account #4441 in the amount of \$30,000; second by Chairman Bickford. 3-0.

4415 Health & Other Agencies- The Board reviewed the organizations funded in the past. They decided to zero fund everything besides the VNA.

Motion by Selectman Kratovil to approve account #4415 in the amount of \$1,846; second by Chairman Bickford. 2-1 vote, Selectman Jarvis opposed the zero funding of CAP.

4319 Equipment Mechanic-

Motion by Selectman Jarvis to approve account #4319 in the amount of \$118,347; second by Selectman Kratovil. 3-0.

4909 Improvements other than Buildings- The Board wanted to get more information from the Milfoil Committee. They decided to discuss this at a later date

Draft BOS 12/04/12

when they have the information.

Motion to adjourn by Selectman Jarvis; second by Chairman Bickford. 3-0.

Meeting adjourned at 11:57.

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.