

NEW DURHAM BOARD OF SELECTMEN
Budget Meeting
New Durham Fire Department Community Room
October 15, 2014, 9:00 a.m.

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

Present:

Chairman David Swenson
Selectman David Bickford
Selectman Theresa Jarvis

Also Present:

Jeremy Bourgeois, Town Administrator
Corky Mork, Videographer
Judith Crouse, Finance Officer
Joe Bloskey, Solid Waste Facility Foreman
Jennifer Nadeau, Solid Waste Facility Office Manager
Max Wirestone, Library Director
Joan Martin, Library Trustee
Bill Meyer, Library Trustee
Fred Quimby, Milfoil Committee
Greg Anthes, Resident
Rudy Rosiello, Resident

Call to Order

Chair Swenson called the meeting to order at 9:00a.m.

Account 4240 – Building Inspector/Code Enforcement Officer

Chair Swenson stated the amount for the 2015 Proposed Budget is \$29,163 and the 2015 Default Budget is \$28,498. He noted the primary differences between them are in the salary and mileage lines.

The salary and hours were discussed and Selectman Jarvis stated the previous building inspector advised them the position needed 20 to 30 hours per week as opposed to the 20 hours that is in the budget. She suggested they look at the position in more detail to see how much time is spent and where.

Selectman Jarvis stated she would like to have Town Administrator Bourgeois look into the purchasing of books for this year. Town Administrator Bourgeois replied a previous building inspector used a lot of his own books and to replace all of them now could be close to \$1,000. He recommended line 670 be changed to at least \$500.

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Selectman Bickford made a motion to approve account 4240, Building Inspector/Code Enforcement Officer, the 2015 Proposed Budget in the amount of \$29,163 and the 2015 Default Budget is \$28,498. Selectman Jarvis seconded the motion. Motion passed, 3-0.

Account 4411 – Health Officer

Chair Swenson stated this is a stipend position and is set up to be filled by the Code Enforcement Officer. He stated the 2014 Budget was \$2,167 and the 2015 Proposed Budget is \$2,144 with the 2015 Default Budget being \$2,167. He noted the primary difference is in the FICA and benefits line. Selectman Bickford stated he thought the mileage was high and asked what it was used for. Chair Swenson replied this year there were some water issues that had to be taken care of and this included trips to Concord.

Selectman Jarvis made a motion to approve account 4411, Health Officer, the 2015 Proposed Budget in the amount of \$2,144 and the 2015 Default Budget in the amount of \$2,167. Selectman Bickford seconded the motion. Motion passed, 3-0.

Account 4324 – Solid Waste Facility

Chair Swenson asked why the salary line for the part time winter and seasonal hours was higher than last year. Jennifer Nadeau, Solid Waste Facility Office Manager, replied it reflects an increase due to the merits raises that were given. It was noted the 2015 Default Budget needs to be changed to reflect the merit raises given in 2014, as well as the FICA and benefits lines. Chair Swenson noted that after all the changes to these lines, the total net effect is an increase of \$857.

Chair Swenson stated the 2014 Projected amount on line 422, Landfill Monitoring, is \$5,434 with a budgeted amount of \$4,600 and the 2015 Proposed Budget increased to \$5,500 and asked the reason for this increase. Ms. Nadeau replied in 2013 it was decided they would lower the amount of mentoring to reflect how the monitoring has been going. It was expected that would affect the annual costs but it has not yet. She stated that since CMA lowered the rate of monitoring, they had to process documentation, and the Department of Environmental Services required re-permitting, which involved fees they did not expect. She expects next year to reflect a lower rate.

Chair Swenson noted the 2014 Projected Budget line of 426 is almost a 50% increase over the 2014 Budget. Ms. Nadeau replied they are expecting quite a few more pickups by the end of this year as they are already going in the direction of being over, using the numbers from the last couple years.

Selectman Jarvis noted the title for line 580, Training, needs to be changed to Training & Safety to more accurately reflect its use as it includes equipment, certification, etc.

Selectman Bickford asked how the vehicle fuel is tracked and managed. Mr. Bloskey explained his process and it was clarified the backhoe is only used by the facility and the loader is shared with the Highway Department.

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Ms. Nadeau explained the fees collected and commodities sold, stating she tracks it weekly and monthly. Selectman Bickford asked how much time is spent by administrative employees sorting and doing paperwork and does the revenue taken in, cover the cost to do this. Mr. Bloskey replied that if they didn't charge fees, they would have to pay to dispose of everything. Ms. Nadeau replied the recyclables are a gain and glass and plastic are a loss as no money is collected on those. Chair Swenson clarified the fees mitigate a loss, which would be even bigger if they didn't collect fees. Ms. Nadeau suggested putting in a scale may help them collect a higher rate per pound collected.

Chair Swenson clarified the 2015 Default Budget as presented was \$235,702 and needs to be increased by \$857 to be \$236,559.

Town Administrator Bourgeois stated he spoke with Department of Revenue Administration and they concur with the interpretation that the personnel account is a separate discussion, a gray area and in terms of the actual budget, it needs to be the same as the 2014 Actual Budget. Chair Swenson stated he disagrees and explained an increase given should be considered a contracted and obligated amount. He stated he wants to have a discussion with the Department of Revenue Administration.

Selectman Jarvis made a motion to approve account 4324, Solid Waste Facility, the 2015 Proposed Budget in the amount of \$235,372 with a 2015 Default Budget of \$236,559. Chair Swenson seconded the motion. Motion passed, 3-0.

Account 4550 – Library

Chair Swenson stated the narrative is incorrect as it includes merit raises in the proposed budget, which it should not. He noted that last year, the Board of Selectmen requested the merit raises not be included.

Selectman Jarvis stated that when they discussed the Cemetery budget, she had questions regarding the supply line. She contacted Mike Clarke who explained some of the increases were due to the fact that the mulch that was previously donated was paid for this year year, the fertilizer was taken out of the cemetery budget this year, and they had to purchase some equipment. The costs were prorated between the Town Hall, Parks and Recreation and the Library. That accounts for the significant increase this year and Mr. Clarke believes the \$1,000 added into the budget would be adequate for 2015.

Chair Swenson stated that regarding the merit increases, it is not about the number as much as it is about the process. They want these to come out of a central pool and then applied to the departments at a later date.

Chair Swenson stated the 2014 Budget was \$130,552 and the 2015 Proposed Budget is \$136,948 with the 2015 Default Budget being \$130,552 but the 2015 Proposed Budget needs to be the same as the 2014 Budget, without the merit raises.

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Max Wirestone, Library Director, stated the Department of Labor did a walk-through of the Library, and it was suggested there be an additional cleaning each week.

Mr. Wirestone stated the line for the library substitute has been unexpended this year but it covers multiple things and provides coverage when the library needs extra help. He explained the individual who used to cover the position, left at the beginning of the year and they have been trying to get by without filling the position. The Library Trustees would like to see the position filled.

Mr. Wirestone asked if there was a way to break up the line items for the purposes of clarity. It was explained this could be done and suggestions were given for breaking up and defining the separate lines. Selectman Jarvis stated that even if Department of Revenue Administration rules won't allow a line to be broken up, there can be notes clarifying the break down of the line.

Mr. Wirestone explained the breakdown of the library operating funds, which include books, subscriptions, memberships, supplies and equipment maintenance. The Trustees feel this line should remain the same.

Gregory Anthes, resident, asked if Mr. Wirestone writes the applications for grants and how much money he typically gets. Mr. Wirestone replied he does write grants and has somewhat good success in getting them. He explained a lot of them are for various programs and specific purposes. Mr. Anthes asked if they have many volunteers. Mr. Wirestone replied they have a lot of adults and teens, especially in the summer reading program.

The carpet cleaning was discussed and Mr. Wirestone explained he usually has it done three times a year but would like to increase that, particularly in the children's' area. He explained the budget line for that reflects an increase in the amount of cleaning.

Chair Swenson reiterated that he wants to be consistent with all the departments and therefore the increases for lines 110 and 115 (wages) would not be part of the proposed budget. These lines were discussed and recalculated.

Selectman Jarvis suggested they approve the revised figures today, and then revisit this depending on what they determine after a discussion with the Department of Revenue Administration.

Selectman Jarvis made a motion to approve account 4550, the Library, the 2015 Proposed Budget in the amount of \$134,355 with a 2015 Default Budget in the amount of \$130,552. Chair Swenson seconded the motion. Motion passed, 3-0.

Selectman Jarvis asked Mr. Wirestone if he anticipated requesting anything from the capital reserve funds in 2015. Mr. Wirestone replied his suggestion was that they don't take anything and he requested that the usual amount be placed in the account.

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Account 4909 – Milfoil

Chair Swenson stated the 2014 Budget was \$18,200, the 2015 Proposed Budget is \$18,800 and the 2015 Default Budget goes back to \$18,200. There are no salaries in this account.

Fred Quimby, Milfoil Committee, gave an update on this year's treatment. He stated that under the advice of the State of New Hampshire, they modified the treatment plan and used a new herbicide that is injected into the ground, under the water. He explained two areas of Merrymeeting Lake were treated and when this was first started, there was extensive milfoil throughout the lake. Treatments over the years have essentially cleaned it up. Mr. Quimby stated the State came out again this year and noted there was a significant reduction in milfoil. The recommendations for next year is they may be able manually remove the remaining plants in Downing Pond. The exact treatments are still in discussion and the costs are still to be determined. Mr. Quimby stated the State's intention is to put in an application to chemically treat Downing Pond and Jones Pond twice next year and explained that if they don't include everything they want to do in the first application, they can't reapply as the application process takes 9 months. He clarified he is asking for two chemical applications for 2015, and costs for hand pulling remaining plants. Mr. Quimby stated he also does not know how much money the State will cover. Selectman Jarvis stated the way she understands it is that they have to raise and appropriate the total amount requested and then in the warrant article they need to raise and appropriate the amount reflecting the Department of Environmental Services grant. Mr. Quimby clarified he knows how much the treatments are going to cost, he just doesn't know how much he will end up needing from the Town.

Selectman Jarvis made a motion to approve account 4909, Improvements Other Than Buildings, in the amount of \$18,800 for the 2015 Proposed Budget and the 2015 Default Budget in the amount of \$18,200. Motion passed, 2-0. Selectman Bickford abstained.

Future Meetings

Monday, October 20, 2014, 1:00p.m. – Board of Selectmen Meeting, Fire Community Room.

Monday, October 20, 2014, 7:00p.m. – Board of Selectmen Meeting: Discussion of tax-deeded properties.

Tuesday, October 21, 2014, 1:00p.m. – Board of Selectmen Budget Meeting, Fire Community Room.

Tuesday, October 28, 2014, 9:00a.m. – Board of Selectmen Budget Meeting, Fire Community Room.

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Friday, October 31, 2014, 1:00p.m. – Board of Selectmen Budget Meeting, Fire Community Room.

Monday, November 4, 2014, 7:00p.m. – Board of Selectmen Meeting, Town Hall.

Friday, November 14, 2014, 9:00a.m. - Board of Selectmen Budget Meeting, Fire Community Room.

Selectman Jarvis made a motion to adjourn the meeting. Selectman Bickford seconded the motion. Motion passed, 3-0. The meeting was adjourned at 11:22a.m.

Respectfully Submitted,

Jennifer Riel, Minute Taker