

**NEW DURHAM BOARD OF SELECTMEN**  
**New Durham Fire Department Community Room**  
**January 12, 2015, 1:00 p.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

**Call to Order**

Chair Swenson called the meeting to order at 1:00 p.m.

**MS-7 Worksheet**

Chair Swenson referred to a copy of the most recent MS-7 worksheet which was distributed for review. Chair Swenson explained it is a line item listing of the various revenue sources for the Town other than property taxes.

The details of the individual line items were discussed. The following comments were made regarding the items.

3120 Land Use Charges: no projection for this year.

3185 Yield Taxes (timber): lower projection from 2014.

3190 Interest and Penalties: estimated at \$85,000 based on the last few years.  
Excavation Tax: is \$220.

3220 Business License and Permit Revenue: it was noted the average is \$20,812 and Selectman Jarvis stated she wants to have a more conservative figure of \$20,500. The averages are based on 8 year figures. Selectman Jarvis asked if the Town Clerk/Tax Collector is comfortable with these figures based on her experience. It was indicated she is.

3230 Building Permits: projected to be \$15,000 for 2015. The downturn in building was discussed and it was noted 2010 was the peak year.

3290 Other Licenses: no change.

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3352 Meals and Room Taxes: regulated by the State.

3353 Highway Block Grants: \$97,686 was noted in the Town Warrant. Selectman Bickford stated it should be higher next year because of the 2% tax increase. Selectman Jarvis stated she confirmed the amount that was given to the Highway Department.

Road Tax & Milfoil Grants: it was agreed \$20,000 is sufficient.

3379 Other Governments: Chair Swenson stated he is unsure of the sources for this but noted it is only \$1500.

3401 Income From Departments: includes revenue collected by Solid Waste, the Police Department details, etc. Selectman Bickford stated that with the revenues collected by Solid Waste going down, he isn't comfortable with the numbers. It was noted the police department details would also be going down. It was agreed by consensus to lower this line to \$55,000.

3409 Other Charges: this line includes miscellaneous including cemetery revenues.

3501 Sale of Municipal Property: Chair Swenson stated he anticipates this being higher but doesn't want to change the amount.

3502 Interest on Investments: no changes.

3503 Donations; Welfare Liens; Court Fees, Etc: projected for \$6500 in 2015.

3915 Transfers from Capital Reserves Funds: Chair Swenson stated this comes from line.

4909 (Milfoil) and leaves a net amount of \$6320 (less the \$15,000 grant). There is \$125,000 which includes items from line 4902 (police cruiser and highway truck); line 4903 (furnace and renovations for Fire Department); line 4901 (RSMS).

3916 Trust and Fiduciary Funds: this line includes ETFs such as potential benefit expenditures; unexpected IT hardware; Shirley Forest Trust.

3917 Transfers from Conservation Funds: Chair Swenson stated this line was added as a result of conversations at recent Board of Selectmen meetings in which the Conservation Committee indicated they would be spending \$45,000 of their fund for the Clarke Property. It was noted the Board of Selectmen has no jurisdiction over this expenditure, only the agreement.

Chair Swenson summarized the revenues (other than property taxes) are currently projected to be \$1,298,626. When combined with other budget items reviewed in conjunction with the Budget Committee, the operating budget is \$2,896,300 plus warrant

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articles in the amount of \$554,050. The total appropriation needs of the Town are in the amount of \$3,450,350, less the estimated revenues of \$1,298,626 leaves an estimated amount of taxes to be raised of \$2,151,724.

**Selectman Jarvis made a motion to approve the total estimated revenues and credits for 2015 as \$1,298,626. Selectman Bickford seconded the motion. Motion passed, 3-0.**

### **2015 Town Warrant**

Town Administrator Bourgeois stated he uploaded the warrant to the DRA software and comments were received from their representative on just two items. He stated that for Article 4, it was recommended they reword it, similar to last year. After discussion, it was agreed to do as suggested. On Article 5 it was recommended to include the sources for the funding and to note it is \$0.00 per \$1,000 assessed.

Selectman Bickford asked to move Article 6 as it is not money related. It was agreed to move the article to the end to be Article 12 and renumber the other articles.

It was agreed to hold off on voting on the final warrant articles until after the final Budget Committee meeting on January 14.

### **Voter Guide**

The draft guide was reviewed and discussed. It was agreed further explanations are needed throughout in order to make it easier to understand with further clarity. Selectman Jarvis stated that while adding up the amounts in the warrant articles, it might seem like taxes are going to go up but the revenues are always more than projected.

After extensive discussion, further edits were made. The final version was signed by the Board of Selectmen.

### **Other Business**

Selectman Bickford stated the speed limit ordinance needs to be updated. He stated that the current one is not signed or dated. Selectman Bickford noted the wording indicates it is Board of Selectmen recommendations and is not official. He stated original documents need to be sure to be put on the website. Chair Swenson suggested putting it on the agenda for discussion at the January 21 Board of Selectmen meeting and asked Town Administrator Bourgeois to find the accurate version of the ordinance.

**Selectman Jarvis made a motion to go into non-public session, pursuant to RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee; (c)- matter 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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant & (d)- consideration or the acquisition,**

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*sale or lease of real or personal property which if discussed in public would likely benefit a person or parties who interests are adverse to those of the general community.* **Chair Swenson seconded the motion.** Selectman Bickford stated he is not in agreement to go into non-public for the issues he expects to be discussed. Chair Swenson replied it is for discussion of department head evaluations. Selectman Jarvis replied (d) has been requested by the Town Clerk/Tax Collector. Interpretation of (d) was discussed and Selectman Bickford restated he is not in favor of it. He stated he thinks the issues should be separated out for discussion as he would vote yes on the others.

**Roll Call: Selectman Jarvis – Aye; Selectman Bickford- No; Chair Swenson- Aye.**

The Board of Selectmen left public session at 2:35 p.m. and entered into non-public session at 2:48 p.m. at the Town Hall.

**Chair Swenson made a motion to seal the nonpublic minutes. Selectman Bickford seconded the motion. Motion passed, 3-0.**

**Selectman Jarvis made a motion to leave nonpublic session. Selectman Bickford seconded the motion. Motion passed, 3-0.**

The Board returned to public session at 6:42 p.m. While in nonpublic session the Board completed department head evaluations and authorized the Town Administrator to make an offer on the 139 Birch Hill property and directions on the process.

Selectman Bickford stated that bonds on public roads is something the Board may want to look at in the future.

**Selectman Jarvis made a motion to adjourn. Selectman Bickford seconded the motion. Motion passed, 3-0.**

The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary