

**NEW DURHAM BOARD OF SELECTMEN  
New Durham Community Room  
October 17, 2016, 1:00p.m.**

**Present**

Chair David Bickford  
Selectman David Swenson  
Selectman Gregory Anthes

**Also Present:**

Scott Kinmond, Town Administrator

**Call to Order**

Chair Bickford called the meeting to order at 1:08p.m.

**Public Input**

No public present.

**Agenda Review**

Selectman Anthes added under Old Business: Policy Use of Town Owned Vehicles and Equipment.

**Department Reports/Issues**

No department heads were requested to be present.

**New Business**

**NH Municipal Association (NHMA) – Legislative Initiatives**

Selectman Swenson explained that the association works on various municipal issues and organizes committees to review proposed NHMA initiatives. He gave a summary of the current legislative issues being worked on by the association.

**Impact Fees**

Town Administrator Kinmond presented documentation for collected impact fees and gave directions as to uses of the fees. There was discussion about where the funds would go and the balance to be maintained. There was also discussion about when the funds would be applied to affect the tax rates. The Board asked the TA to contact DRA and others to get specific information on when the impact fees would be applied to the school tax rate. Selectman Swenson wants to wait to find out what the total available impact fees are before making a decision on how much to use.

**Community Room Facility Use Policy**

Selectman Anthes presented a draft policy with further edits. The policy details were discussed and edits suggested.

**Chair Bickford made a motion to adopt the Fire Station Community Room Usage Policy as presented by Selectman Anthes on October 17, 2016. Selectman Anthes seconded the motion. Discussion:** Selectman Swenson noted the kitchen portion of the policy needs to be clarified and the policy is cumbersome to manage. **Motion passed, 2-1-0. Selectman Swenson opposed.**

Clayton Randall, resident, stated they are going to have a lot of complaints regarding the building name, that there would be a warrant article in March to name the room the Nelson Community Room, and stated what Selectman Anthes stated regarding legal fees coming from the Police Department budget was inaccurate.

### **Citizen Complaint Regarding Performance of Town Employee Policy**

Town Administrator Kinmond stated the policy has been posted on the Board of Selectmen website for public review and comment. Selectman Anthes stated he wants to point out that the Board of Selectmen are elected to set the policies and the processes are dragged out for months when there is open discussion with the public. Further edits were made to the policy. TA Kinmond will make the current changes to the draft and they will be reviewed at a future meeting.

### **Policy on Town Owned Vehicles and Equipment**

Selectman Anthes distributed copies of the policy he drafted for review by the Board of Selectmen. The policy will be discussed further at the next meeting.

### **Veteran Tax Credit**

Town Administrator Kinmond stated some changes were made to the law, which now includes all career and reserve veterans. He reviewed the demographics for veterans for Strafford County and possible impact. There was discussion on the allowable amount for amount of the tax credit.

### **2017 Budget Review**

TA Kinmond provided the Board of Selectmen in preparation of today's meeting a copy of the 2017 Budget from the Department Heads and the Town Administrator. The Budget has been worked on over the past 6 weeks using the Board of Selectmen and Budget Committees direction of +1% to 1% from prior year's budget philosophy. Some departments have been able to cut areas which have assisted other departments which have increases due to previously underfunded areas due to changes in operations. The TA provided the Board with a memo which summarized each account. TA Kinmond advised the Board that he would "carry the water" on several of the accounts, but has scheduled some departments to be present. Chairman Bickford stated that if everyone was ready they would proceed with the review.

**Account 4130- Executive Office.** TA Kinmond presented that the department has a budgeted increase of approx.4.86% due to shifting of staff hours for clerical support to this account from Land Use (01-4130-20-115) adding additional funds for technology service, and realigning other costs to accounts. Changes have been made to the funding for meeting recording by WCTV(01-4130-20-342) by moving to

Town Hall Streams, which is a cloud based system and using a fixed camera and audio in 3 town building locations for recording public meetings. This yields approx. \$3K in savings.

The account lines were reviewed, discussion on BOS salaries, TA salary and benefits.

Selectmen Bickford and Anthes determined that the Lines 4130-30 Ethics Committee should be funded at \$1 each (total for the 4130-30 \$3). All Selectmen agreed to fund the Boodey House (Line 4130-50) for a total of \$201. Line 4130-20-341 was also reduced \$480.

**Chairman Bickford made a motion to approve Account 4130 Executive Office budget in the amount of \$223,040. Selectman Anthes seconded the motion. Motion passed 3-0-0.**

#### **Accounts 4711/4721/4723 Long Term Notes-Bonds-Interest.**

TA Kinmond reported that this has a decrease of 3.38% due to reduced debt amounts. The Board discussed whether to continue to carry the \$5,000 for a TAN, after discussion the Board decided to continue funding the amount.

- 1. Selectman Swenson made a motion to approve account 4711-10-061 Principal Long Term Notes for the amount of \$55,094. Selectman Anthes seconded the motion. The motion was passed 3-0-0.**
- 2. Selectman Swenson made a motion to approve account 4721-10-061 Interest Long Term Notes for the amount of \$13,705 Selectman Anthes seconded the motion. The motion was passed 3-0-0.**
- 3. Selectman Bickford made a motion to approve account 4723-10-111 Tax Anticipation Notes for the amount of \$5,000. Selectman Anthes seconded the motion. The motion was passed 3-0-0.**

#### **4199 Other General Gov't**

TA Kinmond reported that the account is up 58% due to perambulation of the New Durham and Middleton Town Line. We may also need to add some funds for Dam Maintenance including vegetation removal (Downing & Birch Pond Dams). TA Kinmond recommended that the Board should consider an EFT or CRF for the Maintenance of the March and Downing Dams. TA Kinmond reported that our recent inspections have noted deficiencies which will incur costs. The Board reviewed the accounts. **Selectman Anthes made a motion to approve account 4199 Other General Gov't in the amount of \$6,800 Chairman Bickford seconded the motion. The motion passed 3-0-0.**

#### **4153 Legal**

TA Kinmond reported that the account has been reduced in budget 60% (to \$25,000) from prior year funding level due to all litigation being currently settled. Chairman Bickford felt the funding recommendation was too low and needed to be increased. TA Kinmond indicated that the past averages would put it at the \$25,000 area. Selectman Anthes thought it could be a little low and maybe should be increased to \$30,000 as 2 years ago the expended amount was nearly \$27,000.

Further discussion ensued. **Chairman Bickford made a motion to approve Account 4153 Legal for the amount of \$35,000. Selectman Anthes seconded the motion. The motion passed 2-1-0.** Selectman Swenson opposed and stated it was too much.

#### **4191 Planning Board**

TA Kinmond reported that this account is budgeted down by 17% (original budget request \$4,025) due to elimination of dedicated phone line, registry costs, and hearing advertisements. The Board discussed the various budgeted lines noting this year has been slow overall for the Land Use Departments. Consensus of the Board was to reduce Line 10-330 by \$500. **Selectman Bickford made a motion to approve account 4191 Planning Board (PB) in the amount of \$3,525. Seconded by Selectman Anthes. Motion passed 3-0-0.**

#### **4192 ZBA**

TA Kinmond reported that this account is budgeted down 69% (original request \$1,251) due to reduction in activity. The Board discussed the lines and by consensus agreed to reduce Line 10-551 by \$250. **Chairman Bickford made a motion to approve account 4153 Zoning Board of Adjustment (ZBA) for the amount of \$1,001. Selectman Swenson seconded the motion. Motion passed 3-0**

#### **Adjourn**

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

The meeting was adjourned at 5:13 p.m.

Respectfully Submitted,

Scott D. Kinmond, CPM  
Town Administrator

Respectfully Submitted,

Jennifer Riel, Recording Secretary  
**Final Approved 01-09-17**