

*New Durham Board of Selectmen Meeting
October 18, 2016*

**NEW DURHAM BOARD OF SELECTMEN
New Durham Fire Community Room
October 18, 2016, 1:00p.m.**

Present

Chair David Bickford
Selectman David Swenson
Selectman Gregory Anthes

Also Present:

Scott Kinmond, Town Administrator
Jennifer Nadeau, AAI – Finance & Administration
Laura Zuzgo, AAI – Assessing/Land Use/Welfare/BI

Public:

None

Call to Order

Chairman Bickford called the Selectmen's Meeting to order at 1:10 p.m.

2017 Budget Review

TA Kinmond stated that Jen Nadeau, who has been involved in the Finance and Land Use and worked closely with the Town Clerk & Tax Collector on the budget, is here to assist in answering questions. Laura Zuzgo is also here and can answer any questions on Assessing and Welfare budgets. Chairman Bickford stated that we will do the Assessing & Welfare first.

4152 Assessing

TA Kinmond stated the account is up 4.99% due to increase in wages for part-time staff. (\$14.95 to \$16.81) the position was reclassified to Administrative Assistant I. The Board reviewed the lines, inquired about the terms of the various contracts with Vision, CAI and the Contract assessor. TA Kinmond explained that the contract assessor was funded per his contract and that the 33% pick up of the revaluation which is \$20,064 and will likely be charged to the Revaluation CRF. **Chairman Bickford made a motion to approve account 4152 Assessing in the amount of \$43,705. Selectman Anthes seconded the motion. Motion passed 3-0-0.**

4441 Welfare

TA Kinmond reported that the department requested budget has a decrease of 41.8% due to reduction in requested aid, oil price stability, and a healthy economy. AA Zuzgo told the Board that they only had 3 clients last year and with the reduction in fuel costs and past year's usage she has reduced the budget. The Board noted that the FICA, Medicare, worker's compensation and unemployment lines need to be computed. Jen Nadeau updated them during the discussions. The board also discussed whether to add some monies to the assistance lines. The consensus was

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that the lines could carry each other. With the FICA, et al lines added the new budget would be \$12,708 or a 38.3% reduction from the prior year's budget. **Selectman Bickford made a motion to approve account 4441 Welfare in the amount of \$12,708. Selectman Swenson seconded the motion. The motion passed 3-0-0.**

4150 Financial Administration

TA Kinmond reported that the account has an 11.2% decrease due to the Tax Collector's wages being part-time and no benefits. AAI Nadeau explained the account line changes for Finance AAI and the contracted services. Selectman Swenson stated that he feels the finance officer service contract (Line 10-140) is too much money for the time and amount of service provided. AAI explained that this position is needed whether contracted or part time. TA Kinmond stated that the Finance Office personnel need to back one another up and both know the system, with someone taking the lead for General Ledger reconciliation as well as other accounts. The consensus was to keep the amount as requested and discuss further to see if we can get more hours for the same money or put out an RFP for services. TA Kinmond also suggested a possibility to share an hourly Finance Officer with another municipality. The Board also asked if the audit amount (Line 20-301) was a quote or projected amount. TA Kinmond advised it was projected but was of the understanding that after we receive our audit we would put out an RFP for an annual audit. **Selectman Swenson made a motion to approve account 4150 in the amount of \$99,671. Chairman Bickford Seconded the motion. The motion passed 3-0-0. Note: Line 10-140 was left at the requested budgeted amount as it was felt that the amount may be appropriate. However Selectman Swenson stated we will need to work towards getting a finance person covering more hours at less rate/hr.**

4140 Elections & Registrations

TA Kinmond reported that the account has a 16.2% decrease due to staffing changes from full-time to part-time, reduced hourly rate, and savings in benefit costs. It was noted that there are fewer elections in 2017 and the budgeted three elections need to be confirmed. TA Kinmond was asked to double check and update the narrative. **Chairman Bickford made a motion to approve account 4140 Elections & Registrations in the amount of \$102,209. Selectman Anthes seconded the motion. The motion passed 3-0-0.**

4194 Gov't Buildings

TA Kinmond reported that the account is up 26% due to expenses for the gov't buildings. He noted that there were underfunded accounts in the past (Janitorial, alarm monitoring, misc. repairs). Chairman Bickford wanted to know why the building repairs could not be withdrawn from the Town Buildings Improvement CRF. TA Kinmond explained he felt this was a better use of accounting, as these small amounts use a lot of staff time to access CRF-ETF funds which should be used for larger cost items. Selectmen Swenson felt that the CRF's should only be used for items over \$1,000. Chairman Bickford thought that the heating oil amount was low and that additional monies should be added. The consensus was to add \$500 to Line

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10-411. The Board also noted that the Library Janitorial needs to be pulled out and charged to the library. The cost of \$3,200 was removed and placed in library janitorial. However, it was noted that all janitorial costs for Town Hall, Police, and Fire Departments are now being charged into this account (4194) **Chairman Bickford made a motion to approve account 4194 for the amount of \$25,696. Selectman Anthes seconded the motion. The motion passed 3-0-0.**

4415 Other Agencies

TA Kinmond reported that this account is down slightly (0.2%) with the currently funded agencies, which are up slightly, but we do not have the Coast Bus to fund. There are two (2) additional requests for consideration but these were not added by BOS. TA Kinmond explained the services of those requesting funding. Chairman Bickford recommended that the CAP funding be cut and he would take it to \$0. After some discussion the consensus was to cut the CAP request from \$2,000 to \$0. **Chairman Bickford made a motion to approve account 4415 Other Agencies in the amount of \$3,042. Selectman Anthes seconded the motion. The motion passed 3-0-0.** Note: The budget for 4415 reflects a reduction of 66% from prior year's budget.

4155 Personnel Administration

TA Kinmond reported that the Department Requested budget for this account is reduced by 168% due to the health insurance deductible being removed and placed in the respective departments and maintaining only funding for new hires, changes in plans, and a 2.75% average merit based wage adjustment based on a Town annual payroll of \$907,686. TA Kinmond reported that other communities which use merit based performance evaluations (Gilford & Moultonborough) find that their average for 2017 is 2.75%. TA Kinmond also explained the amount indicated for stipends which would be used for signing bonuses or folks which are max'd out in the pay grade and could receive a bonus verses a percentage increase. Selectman Anthes did not wish to publicize the percentage amount as he did not want staff to misunderstand that everyone is getting a 2.75% increase. TA Kinmond explained how the merit based process works. It was recommended that the stipend amount of \$5,000 be removed and the wage adjustment line be funded at \$25,000 which would include any stipend adjustments. The Board discussed the health insurance costs and how this is carried in the line. AAIL Nadeau explained that it is for those who shift from 1 person to 2 person or to a family plan or if a new hire is employed causing a difference to what had been budgeted by the department. Line 20-210 Health was also adjusted to \$12,334 based on new calculations developed during the discussion. It was noted that an 8% projected increase was used for this line and the actual increase may be less. **Chairman Bickford made a motion to approve account 4155 Personnel Administration in the amount of \$38,034. Selectman Anthes seconded the motion. The motion passed 3-0-0.**

4583 Town Historian

AAIL Nadeau reported that the Town Historian just submitted her numbers which has decreased by 214% based on less expected purchases and supplies being

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needed in 2017. This was mainly due to the BoS approving some inventory purchases in 2016 to assure all Town Historian activities would be appropriately covered in a timely manner. **Selectman Anthes made a motion to approve account 4583 Town Historian in the amount of \$175.00. Selectman Swenson seconded the motion. The motion passed 3-0-0.**

4589 Culture & Recreation (1772 Meetinghouse)

TA Kinmond reported that this is funded at the same level as last year (2016) at \$515. Chairman Bickford asked if the Meetinghouse committee had submitted anything for the budget. TA Kinmond advised nothing additional was received and these are the general maintenance expenses. **Selectman Anthes made a motion to approve account 4189 Culture & Recreation (1772 Meetinghouse) in the amount of \$515.00. Selectman Swenson seconded the motion. The motion passed 3-0-0.**

4612 Conservation Commission

AAII Nadeau reported that the account was reduced 7.9% due to, printing (20-550) postage (20-625, and conferences (20-580). The Board requested detail regarding the dues and conferences/trainings. TA Kinmond provided 2016 detail of dues and memberships. There was discussion as to whether the cyanobacteria water quality investigation/monitoring expenses should come from this account. TA Kinmond recommended it could as they have a line for water testing or the Health Officer. TA Kinmond reported he is awaiting water testing budget numbers from Mike Gelinis. **Chairman Bickford made a motion to approve account 4612 conservation Commission in the amount of \$1,725. Selectman Anthes seconded the motion. The motion passed 3-0-0.**

Adjourn

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

The meeting was adjourned at 4:04 p.m.

Respectfully Submitted,

Scott D. Kinmond, CPM
Town Administrator

Final Approve 11-14-16