

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

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 – Legislative Initiatives

Selectman Swenson explained that the association works on various municipal issues and organizes committees to review initiatives. He gave a summary of the current 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. He would like to get the account cleaned up to start fresh. 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. Selectman Swenson wants to wait to find out what the rate impact will be before making a decision.

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 needs to be clarified. **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 and stated what Selectman Anthes stated regarding legal fees funding 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 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.

Policy on Town Owned Vehicles and Equipment

Selectman Anthes distributed copies of the policy 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 Stratford 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% - -1% philosophy. Some departments have been able to cut areas which have assisted other departments which have increases due to 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. TA Kinmond did a live projection of the budget lines so that changes can be reflected real time and provide running balances.

Account 4130- Executive Office. TA Kinmond presented that the department has an increase of approx.4.86%, which is due to shifting of staff hours for clerical support to this account from Land Use (01-4130-20-115), and adding addition funds for technology service and realigning costs to accounts. I have made a change to the

funding for meeting recording by WCTV(01-4130-20-342), by moving to Town Hall Streams, which is a cloud based system, fixed camera and audio in 3 town building locations for recording public meetings. This format is used in many Towns and is live streaming to the website, cloud and onsite back up. This has approx. \$3K in savings.

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

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

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.**
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**
3. **Selectman Swenson 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**

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 (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

4153 Legal

TA Kinmond reported that the account has been reduced 60% to previous funding levels due to all litigation being currently settled. Chairman Bickford felt the funding recommendation was to low and needed to be increased. TA Kinmond indicated that the past averages would put it at the \$25,000 area. Selectman Swenson 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 regarding the number to settle upon. **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.** Selectman Swenson against stated it was too much.

October 17, 2016

DRAFT

4191 Planning Board

Ta Kinmond reported that this account is down by 17% due to elimination of dedicated phone line, registry costs and hearing advertisements. The Board discussed the lines, and the year has been slow overall for the Land Use Departments. **Selectman Bickford made a motion to approve account 4191 Planning Land Board (PLB) in the amount of \$3,525. Seconded by Selectman Anthes. Motion passed 3-0**

4192 ZBA

TA Kinmond reported that this account is down 69% due to reduction in activity. The Board discussed the lines. **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 5:25p.m.

Respectfully Submitted,

Scott D. Kinmond, CPM
Town Administrator

Respectfully Submitted,

Jennifer Riel, Recording Secretary