

New Durham Board of Selectmen Meeting

October 21 2016

DRAFT

NEW DURHAM BOARD OF SELECTMEN

Budget Review

New Durham Community Room

October 21, 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 1:04p.m.

Budget Review

Account 4199 - Milfoil

Town Administrator Kinmond stated a correction of the amount was made to \$3000 and the extra testing expenses were placed under the Health Officer line. Fred Quimby gave an update on the milfoil treatments on Downing Pond and at this point it is under control. He also presented a proposed 2017 Budget for testing which will include all swimmable waters. There was discussion of the effects the fish hatchery has on the waterways and possible testing that could be done. It was noted the permit for the hatchery is currently under review with the EPA, specifically testing of phosphorus.

Selectman Swenson made a motion to approve account 4199-017-072 in the amount of \$3,000. Chair Bickford seconded the motion. Motion passed, 3-0-0.

There was discussion about adding a line item for additional testing as well as changing the name of the committee.

Selectman Swenson made a motion to add a line item under account 4199 for milfoil and algae with a funding level of \$1000 to be used for water testing in 2017. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Selectman Swenson made a motion to amend account 4199 with the action just taken on October 21, 2016 adding the milfoil line item with the account now budgeted at \$7,800. Chair Bickford seconded the motion. Motion passed, 3-0-0.

Account 4520 – Recreation

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Selectman Swenson noted the recommended budget amount is down 1% over the prior year. The narrative was reviewed. Nicole Hunter, Parks and Recreation Commission Director overviewed the funding of the programs.

Chair Bickford made a motion to approve account 4520, Parks and Recreation in the amount of \$ 56,656. Selectman Anthes seconded the motion. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Town Administrator Kinmond noted he received information for the unemployment compensation and noted the funding account balance for Primex is adequate.

Account 4220 - Fire Department

There was discussion about the ambulance maintenance costs, noting those would not be needed if the vehicle is replaced. It was noted there has been a significant increase in the numbers of calls over last year.

Chair Bickford made a motion to approve account 4220, Fire Department in the amount of \$221,270. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4291 - Forestry

TA Kinmond explained that the increase in the budget is for adding a maintenance line for the forestry equipment. It was noted this line has never been there for more than incidentals when there was a Town Mechanic.

Chair Bickford made a motion to approve account 429, Forestry, in the amount of \$12,999. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4290– Emergency Management

Town Administrator Kinmond stated Fire Chief Varney is currently handling this position but it would be better to have a part time individual filling it, particularly in a small town where the Fire Chief is out on calls. Suggestions were discussed for filling the position.

Chair Bickford made a motion approve account 4290, Emergency Management in the amount of \$753.00. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4240 – Building Inspector/Code Enforcement

Town Administrator Kinmond explained his suggestion of adding a deputy position, particularly with all the roles Fire Chief Varney is currently filling. It would also help with a transition for on the job training of an individual lacking all the training. Fire Chief Varney gave an overview of the tasks and time involved with the position. Selectman Swenson stated he is concerned with the overall budget amount being too high and suggested it needs to be looked at again.

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Chair Bickford made a motion to approve account 4240 in the amount of \$32,070. Selectman Anthes seconded the motion. Motion passed, 3-0-0.

Account 4411 –

Selectman Swenson made a motion to approve account 4411 in the amount of \$2,355. Selectman Anthes seconded the motion. Discussion: Chair Bickford asked for clarification on the testing. Fire Chief Varney replied its for the Town Hall, Police Department and Fire Department. **Motion passed, 3-0-0.**

Account

There was extensive discussion regarding the extent of involvement the Board of Selectmen should have in the Library budget.

Other

Town Administrator Kinmond distributed a draft job description for office clerk. He stated the position has been posted and wants to get interviews scheduled as soon as possible. The Board of Selectmen discussed the position of a part time office clerk. It was noted the position would do work throughout various Town department.

Expenditure of impact fees and the deadline for setting the tax rate were discussed. It was agreed to have the deadline before the end of the year; Town Administrator Kinmond explained that the school would apply the impact fee for this year. Chair Bickford asked Town Administrator Kinmond to get the benchmark rate from Department of Revenue Administration.

Chair Bickford made a motion to approve the job description for the position of office clerk as amended October 21, 2016. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Ambulance Bid Request Package

Town Administrator Kinmond distributed the assembled bid package for review by the Board of Selectmen. The bid request details were reviewed and discussed. There was discussion of contracting with other towns for ambulance services.

Boodey House Committee

Town Administrator Kinmond stated there is a vacancy on the committee and the committee has made a recommendation for a nominee.

Chair Bickford made a motion to nominate Tatiana Ciaito to the Boodey House Committee. Selectman Swenson seconded the motion. Motion passed, 3-0-0.

Tax Deeded Properties

Selectman Anthes stated the auction for the Town-owned tax deeded properties was successful, with total revenue of \$214,508.

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There was discussion of the amount of sand stock piled at the Highway Department. Town Administrator Kinmond stated he is getting quotes for liquid salt tank and equipment for spreading. He recommended purchasing the sand now at the current rate. Chair Bickford and Selectman Swenson agreed they would like know how long the stock pile is expected to last.

Adjourn

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

The meeting was adjourned at 4:45p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary