**NEW DURHAM BOARD OF SELECTMEN**

**New Durham Fire Community Room**

**October 18, 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

Jennifer Nadeau, AAII- 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, which has been involved in the Finance, 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 will be charged off 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.***

**4441 Welfare**

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

**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. AAII Nadeau explained the account line changes for Finance AAII and the contracted services. Selectman Swenson stated that he feels that the finance officer service contract is too much money for the time provided. AAII 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 primary for General Ledger reconciliation as well as other accounts. The consensus was to keep the amount as requested and discuss with our current contractor to see if we can get more hours for the same money, or put out an RFP for services, or share a hourly Finance Officer with another municipality. The Board also asked if the audit amount was a quote or projected. 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***

**4140 Elections & Registrations**

TA Kinmond reported that the account has a 16.2% decrease due to staffing changes from full-time to part-time, and savings in benefit costs. The hourly rate for the newly elected Town Clerk is lower, and there are fewer elections in 2017. The Board reviewed and there was a discussion regarding the number of budget elections and 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.***

**4194 Gov’t Buildings**

TA Kinmond reported that the account is up 26% due to expenses for the gov’t buildings, which are anticipated for the coming year. He also 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 the line. 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. ***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.***

**4415 Other Agencies**

TA Kinmond reported that this account is down slightly with the currently funded agencies, which are up slightly but we do not have the Coast Bus to fund. There are two (2) additional request for consideration, but were not added by BOS. Chairman TA Kinmond explained the services of those requested and funded. He also spoke of the other requests, to which there was no interest to fund. 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 $1,000. ***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.***

**4155 Personnel Administration**

TA Kinmond reported that the account is reduced by 168% due to the health insurance deductible being removed and maintaining only funding for new hires, changes in plans and a 2.75% average merit based wage adjustments. TA Kinmond reported that other communities which use Merit based Performance evaluations (Gilford & Moultonborough) find that there average is 2.75%. TA Kinmond also explained the amount indicated for stipends which would be used for sign on bonuses, or folks which are max’d out in the pay grade and would receive a bonus verses a percentage increase. The Board did not wish to publicize the percentage amount as they did not want staff to feel everyone is getting 2.75% increase. TA Kinmond explained how the Merit based process works. It was recommend that the stipend amount of $5,000 be removed and the wage adjustment line be funded at $25,000. The Board discussed the health insurance costs and how this is carried in the line. AAII 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, which in different to what had been budgeted by the department. ***Chairman Bickford made a motion to approve account 4155 Personnel Administration in the amount of $38,102. Selectman Anthes seconded the motion. The motion passed 3-0***.

**4583 Town Historian**

AAII Nadeau reported that the Town Historian just submitted her numbers which has decreased by 214% based on less expected purchases and supplies being needed in 2017. ***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.***

**4589 Culture & Recreation (1772 Meetinghouse)**

TA Kinmond reported that this is funded at the same level as last year (2016.) No increase. 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.***

**4612 Conservation Commission**

AAII Nadeau reported that the account was reduced 7% due to postage and conferences. 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 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 Gelinas. ***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.***

**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