

**BOARD OF SELECTMEN**  
**BUDGET WORK SESSION MINUTES**  
**November 29, 2010**

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Chairman Jarvis called to order a budget work session at 7:00 PM in the New Durham Town Offices located off Main Street.

**Present:**

Chairman Terry Jarvis  
Fred March, Selectman  
David Bickford, Selectman

**Also Present:**

Alison Rendinaro, Administrative Consultant  
Mark Fuller, Road Agent  
Mike Clarke, Highway Foreman  
David Stuart, Fire Warden  
David Valladares, Equipment Mechanic  
Cathy Orlowicz, Boody House Committee Member  
Peter Varney, Fire Chief  
Michael Davenport, Deputy Chief  
Marc Behr, Lieutenant  
Jon Roy, Lieutenant  
Mary McHale, Videographer

There were several additions to the agenda:

Raffle Permit presented to the Board of Selectmen by Cathy Orlowicz on behalf of the Boody House Committee:

**Motion by Chair Jarvis to approve the raffle permit, seconded by Selectmen Bickford.  
No discussion. Vote 3-0**

Purchase Orders for the Highway Department were presented to the Board:

**Motion to waive purchase policy for P.O. to Pike Industries made by Chair Jarvis,  
seconded by Selectmen Bickford. 3-0**

**Motion to approve request of \$5,800 for Pike Industries by Chair Jarvis, seconded by  
Selectmen Bickford. 3-0**

Three quotes for tree-cutting were presented to the Board. The lowest was from DJ Tree Service and Logging.

**Motion to approve request of \$4,000 to DJ Tree Service and Logging for one week of limb cutting services by Selectmen Bickford, seconded by Selectmen March. 3-0**

Discussion of Mule/Grader:

A discussion of the safety concerns of adding the lift kit to the mule began, as adding the lift kit will increase the center of gravity for the vehicle. The Fire Warden and the FD employees who were present, who drive the vehicle and will be using the Mule are aware that the center of gravity will be increased, but do not feel that the use of the vehicle is such that the issue is of great concern. Plus, having the extra inches on the vehicle will be advantageous for rescue operations through the woods. The Equipment Mechanic explained that it is easy enough to take the lift kit on and off, and can be done at the same time as the tracks.

**Motion by Chair Jarvis to get the lift kit on the mule, which is to be removed as needed for the tracks to be added, seconded by Selectmen Bickford. 3-0**

The engine of the Highway Department Grader needs to be replaced or totally rebuilt. It currently has about 8,000 hours into it. There is also a looming transmission issue. The Grader itself is up for replacement in four years.

Equipment Mechanic Valladares brought the issue to the Board to see if they would like to consider replacing the Grader earlier than its scheduled year, to avoid the wasted costs of a new engine and transmission. He will research costs, and options. AC Rendinero will look into the various sources of funding, and how this purchase would affect the CIP schedule for the Highway Equipment CRF, which also includes the Loader and Back Hoe.

**Fire Budget – 4220- began at 8:12PM**

- The fire prevention line remains the same, and the cost each year is determined by the number of children in the ND school.
- The secretarial assistance line (10-115) is to be broken up into two separate lines. The second line will include administrative duties such as employee evaluations; grant writing, BOS requests, SOPs and SOGs.
- The telephone line should be reduced to \$2000 from \$2460, as the budget actual have been decreasing.
- The FD will look at what dues and fees they have not yet paid for 2010.
- The FD will work with Town Hall on buying paper in bulk to reduce the cost.
- AC Rendinero will check on the FD postage, as it appears that they are not being charged for the postage used.
- The issue of worker's comp for volunteers was brought up, and is an issue that will be looked into. The FD will also provide an updated roster or two rosters, delineating who

is an employee and who is a volunteer. The gas log will also be provided by the next meeting.

- The equipment maintenance line should be decreased from \$18,475 to \$17,875.
- AC Rendinaro will look into the payments made from Frisbee for Medicare. The FD will look into the changes made by Comstar.

Fire Budget ended at 10:45PM. The Board will revisit the FD Budget with changes at another date. The Board pushed General Government Buildings and Public Safety to Thursday.

**Other Business:** The Board discussed the process of filling the PT and FT Highway positions. The Board would like to review all of the applications. The Road Agent will present to the Board his recommendations, and Mike Clarke and Alison Rendinaro will conduct the interviews for the Full Time applicants. Mike Clarke, Alison Rendinaro, and Joe Bloskey will conduct the interviews for the Part Time/seasonal position.

**Next Meeting is scheduled for December 2<sup>nd</sup>. The Board will meet for a Non-Public session to review wages at 9AM; they will take a brief break for lunch, and commence the Public Budget Review Session at 1PM in the Town Hall.**

**Motion to adjourn by Chair Jarvis, seconded by Selectmen March. 3-0**

**Meeting adjourned at 10:56PM**

*Respectfully Submitted,  
Alison Rendinaro*