

BOARD OF SELECTMEN
BUDGET WORK SESSION MINUTES
December 13, 2010

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:

Mark Fuller, Road Agent/SW Manager
Michael Clarke, Highway Dept/SW
Arthur Capello, BI/CEO
Peter Varney, Chief FD
Jonathon Roy, LT. FD
Marc Behr, LT., FD
Cathy Orlowicz, Town Historian
Mary McHale, Videographer

Chair Jarvis called the meeting to order and introduced the Board members.

Chair Jarvis opened the public hearing at 7:04 PM pursuant to RSA 91-A, to receive public comment for the withdrawals from the Capital Reserve Funds. The Board of Selectmen had no questions. Mark Fuller asked the amount to be withdrawn for the Highway Department truck. Chair Jarvis stated the amount to be \$33,713. There were no other questions/comments from the public. Chair Jarvis closed the Public Hearing at 7:06 PM.

- **Motion Chair Jarvis second Fred March to withdraw and expend the amount of \$9,861 from the Dry Hydrant Fund per Article 9 from the 2010 Town Warrant.** Discussion - None. **Vote was unanimous.**

- **Motion Chair Jarvis, second David Bickford to withdraw and expend the amount of \$146,595 from the Road Reconstruction Fund per Article 5 from the 2010 Town Warrant.** Discussion: Selectman Bickford asked if there would be anything left in the fund after this withdrawal. RA Fuller stated there will be close to nothing left. **Vote was unanimous.**

- Motion Chair Jarvis, second David Bickford to withdraw and expend the amount of \$10,430 from the Public Safety Facilities Fund per Article 17 from the 2010 Town Warrant. Vote was unanimous.
- Motion Chair Jarvis, second David Bickford to withdraw and expend the amount of \$36,469 from the Solid Waste Equipment Fund per Articles 9 & 12 from the 2010 Town Warrant. Discussion – None. Vote was unanimous.
- Motion Chair Jarvis, second David Bickford to withdraw and expend the amount of \$33,713 from the Highway Truck Fund. Discussion – None. Vote was unanimous.
- Motion Chair Jarvis, second David Bickford to withdraw and expend the amount of \$5,159.90 from the Solid Waste Facilities Improvement Fund per Article 14 from the 2010 Town Warrant. Discussion – None. Vote was unanimous.
- Motion Chair Jarvis, second David Bickford to withdraw and expend the amount of \$19,120 from the Milfoil Treatment Fund per Article 9 from the 2010 Town Warrant. Discussion – None. Vote was unanimous.
- Motion Chair Jarvis, second David Bickford to withdraw and expend the amount of \$30,585.59 from the Police Cruiser Fund per Article 10 from the 2010 Town Warrant. Discussion – None. Vote was unanimous.
- Motion Chair Jarvis, second David Bickford to withdraw and expend the amount of \$6,189.85 Computer & Office Equipment Expendable Trust Fund. Discussion – None. Vote was unanimous. Chair Jarvis rescinded the motion noting that the public hearing on this item had not yet occurred..

PUBLIC HEARING II

Chair Jarvis opened the public hearing at 7:14 PM pursuant to RSA 31:19, receiving public comment for the withdrawals and expenditures from the Expendable Trust Fund. The Board of Selectmen had no questions. There were no questions/comments from the public. Chair Jarvis closed the Public Hearing at 7:17 PM.

- Motion Chair Jarvis , second David Bickford for the withdrawal and expenditures of \$7, 050 from the Town Building Improvements Expendable Trust Fund. Discussion – None. Vote was unanimous.
- Motion Chair Jarvis , second David Bickford for the withdrawal and expenditures of \$6,189.85 from the Computer & Office Equipment Expendable Trust Fund. Discussion – None. Vote was unanimous.

Review of Roof Bids: (Town Hall Strip or Repair of Roof)

- Reviewed summary sheet of bids.
- AC Rendinaro has contacted references
- Disposal fee included in all bids.
- BI Arthur Capello will contact the bidders to get a price with disposal fees removed and the possible addition of a total of 2 layers of ice & water shield. He will provide the information to the BOS before the Dec. 20 meeting.
- Cathy Orlowicz, Town Historian asked if the whole rotted roof board, if any are found, would be removed or just the portion that was rotted. She stated that because of the Town Hall's Historic status the original material should be preserved wherever possible.

Signature Authorization:

- **Motion David Bickford, second Fred March to authorize the Board of Selectmen Chairperson to sign the LCHIP Grant on behalf of the Board.**
Discussion – None. **Vote unanimous**
- **Motion David Bickford, second Fred March to authorize the Chairman of the Board to sign documents when the Administrative Consultant is not available to do so.** Discussion – None. **Vote was unanimous.**

Chair Jarvis read a letter written by the Assessing Clerk, Vickie Blackden in regards to Cartographics looking at property in New Durham, as part of its contract with the Town and asked for the Boards approval. The Board approved the letter and Chair Jarvis requested it be placed on the web site.

Budget Review

Account 4915 Capital Reserves Fund – Highway/Solid Waste

- CIP recommended amount of \$428,616.25
- Town Road infra structure was cut \$50,000 last year and increased this year on the CIP
- Highway Grant will be in the amount of \$112,000
- Discussed grader replacement/repair costs. BOS will have further discussion after more information is obtained.
- Highway Truck CRF at the end of this year will have a balance of \$129,104.59
CIP recommendation for 2011 = \$110,000 – an increase of \$40,000
- RA Fuller explained the reason for the increase is due to the fact emissions control standards are adding \$10-15,000 on to the cost of new vehicles
- RA Fuller stated that a new truck will cost \$138,000 with \$100,000 coming out of CRF and \$38,000 on warrant article
- SW Facilities Improvement approx. \$20,000 year end balance – CIP recommends additional \$9,000. It was suggested that any surplus from recycling be placed in a Revolving Fund
- SW Equipment- approx. \$12,000 year end balance

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- RA Fuller proposes that the hopper next to the building be rebuilt – approximate cost is \$ 6,000. This cost is to be placed in the operating budget
- Drive –on scale cost benefit ratio 75-100%
- Discussion of roof system over the compactor and highway building upgrade
- Chair Jarvis will check wording of CRF for Town buildings improvement fund to see if either of these projects can be funded from that CRF

Account 4915 Capital Reserves Fund - Fire Department

- Dry Hydrant \$7,822.30 minus \$9,861 expended, requesting \$2,500. The FD. needs one next year and then no more for a couple of years
- Equipment - Engine 1 pump damaged by rock (pictures viewed by BOS) cost between \$6,000 to \$10,000 to repair. With the repairs can move out replacement year from 2018 to 2019. \$203,000 in equipment account at end of year
- \$1,000 for mule, boat, trailer.
- \$105,000 Public Safety end of year minus \$10,430 expended, requesting \$1,971.25. Question as to how this number was reached. Discussion ensued about renovations to the station.
- Fire Department Warrant Article to reword Ambulance Fund

Account 4220 Fire Department

- The Chair will check with the Financial Officer regarding information on postage use. The amount used (\$23.00) does not appear to be accurate.
- Mileage logs for the Command Car, which are due by the 5th of each month, have still not been received.
- Admin Responsibilities \$11,600
- P/T Secretarial Assistance \$9,000
- Compensation- general staff –probationary - \$8, Uncertified \$8.50, Tenured \$10
Chair will compare 2011 requested specific hours with past requested specific hours.
- Cost steady – no pay increase The BOS requested a quarterly report showing the number of hours worked and on what ex Calls, Station Coverage, Trainings etc.
- Look into RSA to determine if Town has to pay for Hep C for volunteers
- Request for written instructions from BOS as to what is to be included in the personnel roster report and in what format.
- Custodial supplies – should be buying Morton salt w/ Iron out. BOS asked Fire Department to provide them with more information
- Training Expenses increase of \$2,000 due to emergency operators classes No EMTI for the coming year
- Medical Supplies increase due to the cost of oxygen because the hospital does not replace it anymore. The overrun in the 2010 budget was due to the cost share for the new stretcher coming from this line. BOS reduced amount to \$6,600
- FD Equipment - willing to give up Master Stream needed for certification of Pumper to Class I

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The BOS still needs information on

- Postage fees
- Dues/fees
- Spreadsheet on compensation

The next Public Meeting of the BOS will be on Monday, December 20, 2010 at 7:00 PM at the Town Hall.

The next budget work session will be held on Wednesday, December 22, 2010 at 7:00 PM at the Town Hall.

Motion Terry Jarvis to go into Non-Public Session pursuant to RSA 91-A: 3 II (c) to discuss matters that could effect the reputation of another individual other than a Board and II(d)consideration of real or personal property, second Fred March. Roll

The Board entered into Non-Public Session at 11:12 PM.

The Board returned to public session at 11:50 PM.

During the non-public session the Board reviewed a tax deeding case and voted to have the Tax Collector take the property to deed.

The Board discussed property that is for sale and authorized negotiations.

Motion Terry Jarvis, second Fred March to adjourn. Vote was unanimous.

The meeting adjourned at 11:53 PM

*Respectfully Submitted,
Laura Zuzgo/Terry Jarvis*

A video recording of this meeting is on file with the Office of the Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-4:4, or for a minimum of 24 months.