

**BUDGET COMMITTEE
PUBLIC MEETING MINUTES
November 19, 2008**

A business meeting of the New Durham Budget Committee was called to order at 6:33 PM in the Town Hall located off Main Street.

Present:

Cecile Chase, Budget Committee Chairperson
David Curry, Budget Committee Co-Chairman
Tom Goss, Budget Committee member
Peter Rhoades, Selectmen's Representative to the Committee
Dean Stimpson, Budget Committee member

Excused Absences:

Ann Brady, Budget Committee member
Lois Parker, Budget Committee member

Also Present:

April Whitaker, Town Administrator
Vickie Blackden, Financial Assistant
Shawn Bernier, Chief of Police
Katie Woods, Executive Assistant to PD
Dwight Jones, Emergency Management Officer
Cathy Orlowicz, Town Historian

Approval of Minutes:

Motion David Curry, second Dean Stimpson to accept the minutes of November 12th, 2008 as amended. Vote was unanimous. Cecile Chase abstained due to absence from the last meeting

Acct 4411 Health Officer

April Whittaker presented the Health Officer budget requests to the committee. **Motion David Curry, second Dean Stimpson to approve Acct 4411 Health Officer in the amount of \$2,400. Vote was unanimous.**

Acct 4210 Police Department:

Chief Bernier and Katie Woods presented the Police Department budget requests to the committee. The Chief explained that according to the salary and wage survey recently conducted, officers and part-time officers were underpaid. He explained the overtime in 2008 was due to being one man down for the majority of the year. Mrs. Whittaker pointed out that since the additional officer had been approved at Town Meeting, the Chief had been operating without a full complement of manpower. It was hoped

that 2009 would see maintenance of a full complement and the consequent effect on overtime funding. The time an officer has to spend in court is usually overtime too although a portion of that money comes back through the State which pays \$30 appearance. This money is now going back into the general fund as defraying revenues

Katie Woods explained that the PD has 8 telephone lines. She has worked with Union Telephone to make sure the Town is getting the best possible rates for these lines. Chief Bernier also stated he is asking for a \$12 a month stipend to each of the officers for there own personal cell phones.

The next item covered was training. Chief Bernier stated he would like to have more extensive training for his senior officers now that he appears to have a full complement of manpower for 2009.

The Chief told the committee that there is a 4-5 month wait for ammunition and that the price has increased considerably.

Chief Bernier told the committee that uniforms are expensive, and specifically sized to the individual that the uniform was purchased for. David Curry requested the Chief to collate what he might expect for future submittals for his uniform line, and a history of usage. The Chief advised that he would follow up on this.

Katie Woods explained that postage has been increased because of the postage increase and also the prosecutor has moved to Dover and the papers will now have to be mailed instead of delivered.

The Selectmen are requesting gasoline use be submitted in gallons instead of an average price. The Selectmen will be setting a price per gallon average to figure the amount needed for gasoline in due course.

Motion Peter Rhoades, second Dean Stimpson to approve Acct 4210 Police Department in the amount of \$21,900 minus gas and wages. Vote was unanimous.

Acct 4414 Animal Control:

Chief Bernier stated he has hired Officer Meagan Welch on a part-time basis as the animal control officer. He noted to the committee that it is highly recommended that the ACO be a certified officer in order to complete and secure summonses.

Motion David Curry, second Tom Goss to approve Acct 4414 Animal Control in the amount of \$4350 plus 100 gals. of gas. Vote was unanimous.

Acct 4290 Emergency Management:

Dwight Jones presented the Emergency Management budget requests to the committee. He stated that he has not been in office for the full year and is not asking for any significant increases because there is money still available from this year.

Motion David Curry, second Dean Stimpson to recommend to the Selectmen that the \$400 under the mileage line be considered a stipend. Vote was unanimous.

Motion David Curry, second Dean Stimpson to approve Acct 4290 Emergency Management in the amount of \$3700. Vote was unanimous.

Acct 4612 Conservation Commission:

April Whittaker presented the Conservation Commission budget requests to the committee. She explained that \$1000 goes to Merrymeeting Lake Association for water testing.

Motion Dean Stimpson, second Tom Goss to approve Acct 4612 Conservation Commission in the amount of \$2,000. Vote was unanimous.

Acct 4190 Planning Board:

April Whittaker presented the Planning Board budget requests to the committee. Funding for Contracted Services is as follows:

- (i) an engineer analysis of the suitability of the Mill Road area as a commercial/industrial pad site. \$2000 had been cited in the budget but Mrs. Whittaker presented a quote from the town engineers denoting \$3,800 + \$400 for second site visit, thus requiring that the line be increased an additional \$2,200;
- (ii) If the area is determined suitable there will be an additional cost for writing the ordinance. Approx. cost \$1500;
- (iii) There is also a State law that has recently passed that will require Towns to have workforce housing which will require the crafting of another ordinance. Approx. cost \$1,000 although there may be a generic ordinance available that can be tweaked for New Durham's needs. However money still needs to be raised to be compliant with the new statute.
- (iv) She stated that the Board of Selectmen has approved adding the cost of updating the Master Plan to a Capital Reserve ~ \$2,000 so as to provide flexibility. The committee has asked the Planning Board to determine if the Mill Road project can be broken into two parts and completed over a two-year time span. April Whittaker

will contact Mr. Straub of CMA Engineers for his advises as to start of work for the feasibility study.

April Whittaker explained that David Allen is requesting the purchase of GIS software that will make it possible to small maps as a first step to make use of the digitization of the town's tax mapping system. . The committee has requested that David Allen list the purposes of the system and what the objectives are for it. Also they are asking that he check into future costs of this system.

After some discussion, the committee agreed to table the account until the December 10th meeting.

The next meeting is scheduled to be held on December 10th, 2008 at 6:30 PM located at the Town Hall. Chair Chase has asked that the Departments be pushed ahead 10 minutes to allow the committee time to open the meeting. April Whittaker said she will take care of contacting the Departments to let them know of the change.

Acct 4192 Zoning Board:

April Whittaker presented the Zoning Board budget requests to the committee. It was explained that mileage is reimbursable.

Advertising is mandated by RSA that all public hearings have to be published in the newspaper.

The budget committee is concerned that much of the budget is not utilized during the fiscal year.

Motion David Curry, second Tom Goss to establish Acct 4192 Zoning Board at \$1000. Vote was 4 – 1, with Peter Rhoades opposed.

Motion by David Curry, second by Dean Stimpson to adjourn. Vote was unanimous
The meeting was adjourned at 8:43PM.

*Respectfully submitted,
Laura Zuzgo*

***Next Meeting: 6:30 PM Wednesday, November 19, 2008
at the Town Hall.***

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.