

*Town of New Durham  
Board of Selectmen and Budget Committee Joint Meeting  
August 13, 2020*

**TOWN OF NEW DURHAM  
BOARD OF SELECTMEN and BUDGET COMMITTEE  
JOINT MEETING  
August 13, 2020, 7:00 PM  
Virtual Meeting, New Durham, NH 03855**

***Budget Committee Approved 11-18-20***

In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2  
Attendees log into: <https://us02web.zoom.us/j/84685335940?pwd=YjFIWjFjeC9BU04vM0VIRjRLNEplQT09>  
Meeting ID: 846 8533 5940 Passcode: 644888;

Or via telephone number: 1-646-558-8656; Meeting ID: 846 8533 5940 Passcode: 644888

*Technical difficulties contact Town Administrator Scott Kinmond at [skinmond@newdurhamnh.us](mailto:skinmond@newdurhamnh.us) or by phone at 603-556-1516.*

*Note: Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.*

**PRESENT**

David Swenson, Chair Board of Selectman – via Zoom at Town Hall  
Dorothy Veisel, Board of Selectman – via Zoom  
Terry Jarvis, Chair Budget Committee – via Zoom  
Mark Sullivan, Vice-Chair Budget Committee – via Zoom  
Ellen Phillips, Budget Committee – via Zoom  
Joan Swenson, Budget Committee – via Zoom  
Kenneth Fanjoy, Budget Committee – via Zoom  
Rudy Rosiello, Budget Committee – via Zoom

**ALSO PRESENT**

Scott Kinmond, Town Administrator – via Zoom

**CALL TO ORDER**

Chair Jarvis called the Budget Committee meeting to order at 7:03 p.m.

Chair Swenson called the Board of Selectmen meeting to order at 7:03 p.m.

Chair Swenson stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town is authorized to meet electronically. He stated there is no physical location to observe this meeting. However, in accordance with the Order, it was confirmed that they are providing public access to the meeting by telephone, with additional access possibilities by video (Zoom); all members of the Board of Selectmen, Budget Committee and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda. Chair Swenson confirmed the meeting was posted appropriately with access numbers. He stated in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair Swenson stated in the event they

need to go into non-public session, a separate phone number will be used for the Board of Selectmen members to use and they will then reenter nonpublic session. Chair Swenson stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting.

Chair Swenson noted that one Selectman was absent but there is a quorum present of the Select Board and the meeting can proceed. It was also noted that there was a quorum of the Budget committee with all members present.

### **Budget Guidance / Philosophy**

Chair Swenson stated they recognize the Town is in a tough situation regarding revenue generation given the first billing was at about 8.1% non-payment whereas prior years had a range of 2 – 4% of nonpayment during the first billing cycle. He stated there has been discussion by the Board of Selectmen that a Tax Anticipation Note may be needed but will to be avoided if possible. Chair Swenson stated he and Budget Committee Chair Jarvis discussed some baseline concepts going forward to 2021 and these were distributed for review by the Board and committee:

- 1) All FY21 Budget requests are fully rationalized.
- 2) Due to expected significant property tax revenue shortfalls (non-payments) in both FY20 and FY21, expect FY21 budget decreases in virtually all accounts with perhaps the exception of Water Quality (Cyanobacteria), Principle / Interest on Notes and Lease (little change from FY20), Workers' Comp & Liability Insurance, and Police Department (if the current level of personnel is maintained). The FY21 Budget for Elections & Registration (Town Clerk) may also need some discussion.
- 3) Select Board review schedule on operational accounts (numbered below 4900) expected to be done by mid-October. (See tentative schedule previously sent.)
- 4) Any line item increases from FY20 Budget in most of the accounts will be attributable to wage adjustments and the corresponding FICA, retirement, other benefits, etc. that track that directly from actions done in early 2020.
- 5) During each FY21 Budget Review Meeting extensive discussions are likely where the most significant reductions can occur, whether sufficient reductions have been budgeted while maintaining expected level of services under the new budget constraints, and in virtually all CRF / ETF areas.
- 6) Select Board CRF / ETF discussions expected to start in late October. May wish another Joint Meeting prior to that.
- 7) Need Select Board and Budget Committee FY21 Budget Review Schedule to be finalized.

Mr. Rosiello asked for more direction on what is considered “rationalized”. Chair Swenson stated he looks for sufficient and appropriate detail in how a number was derived and what impact any cost increase or decrease will have on Town services. Mr. Rosiello suggested the Budget Committee get into further detail in the line items to avoid discrepancies in where they are putting stuff. Chair Jarvis stated narratives have been getting shorter and shorter over the years but with the possibilities of decreases she wants to be able to fully understand what is coming out of the lines, which will help justify and rationalize the numbers requested.

Chair Swenson stated at the last Board of Selectmen meeting they were informed the Town Clerk may retire in the first half of 2021. The Board understands that if it is after the March election the Board would appoint the position until the next election. They will need to decide how the position will be filled and what training may be needed for any related hiring needs in Clerk or Tax Collection areas.

Chair Jarvis noted the second billing nonpayment percentage is usually about 8% and with the first billing being at 8.1%, the average is going to be higher than normal. Chair Swenson noted that some of the non-property tax revenues are up some but will certainly not be sufficient to offset property tax shortfalls. It was also noted federal and state funding will likely be down in 2021. Specifically, it was noted that Highway Block Grant revenue for 2021 will be about \$6000 lower than 2020.

### **Budget Review Schedule**

Chair Jarvis stated the Budget Committee review meetings for the operational side of the budget are scheduled for November 4, November 11, and November 18, 2020. During discussion the meeting on November 11 was changed to November 12. The review meeting for the remaining operational items, revenues, CRF, and ETFs are scheduled for December 2, 2020. Chair Swenson stated the Budget Committee will have a complete package from the Board of Selectmen for review at their meetings along with a draft revenue projection. There was discussion of the review process between the departments, Board of Selectmen, and Budget Committee as well how many meetings are needed for thorough review of the budgets.

The Budget Committee concurred with having an additional joint meeting with the Board of Selectmen and it was set for October 14, 2020 specifically for the purpose of reviewing CRF / ETF issues prior to either group reviewing those budgets.

### **Third Quarter Budget Review for Budget Committee**

October 21, 2020, 7:00 p.m.

### **2021 Budget Committee Public Hearing**

Tentative date is set for January 13, 2021 with a snow date of January 14, 2021.

### **Deliberative Session**

The date for the Board of Selectmen Deliberative Session is set for February 1, 2021 with a snow date of February 2, 2021.

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The Budget Committee agreed on these dates by consensus. The Select Board will take action on these at their next regular meeting of August 20, 2020.

**ADJOURN**

**Mr. Swenson made a motion to adjourn the Budget Committee meeting. Ms. Phillips seconded the motion. Roll Call Vote: Ms. Phillips – aye; Mr. Sullivan – aye; Mr. Swenson – aye; Ms. Swenson – aye; Mr. Rosiello – aye; Chair Jarvis – aye. Motion passed 6-0-0.**

**Chair Swenson made a motion to adjourn the Board of Selectmen meeting. Selectman Veisel seconded the motion. Roll Call: Selectman Veisel – aye; Chair Swenson – aye. Motion passed 2-0-0.**

The meetings were adjourned at 8:29 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary