

**NEW DURHAM BOARD OF SELECTMEN / BUDGET COMMITTEE**

**New Durham Town Hall**

**September 26, 2018, 6:00pm**

*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 Swenson

Selectman Cecile Chase- absent

Selectman Dorothy Veisel

**Also Present:**

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Scott Kinmond, Town Administrator

Anina Soucy, Finance Manager

Cathy Orlowicz, Chair of Budget Committee

Kenneth Fanjoy, Budget Committee

Mark Sullivan, Budget Committee

Joan Swenson, Budget Committee

Ellen Phillips, Budget Committee

Terry Jarvis, excused absence

**Call to Order**

Chair Swenson called the meeting to order at 6:00pm.

Chair Orlowicz called the Budget Committee meeting to order at 6:00pm. She stated the Budget Committee has an excused absence at this time for Terry Jarvis although there is a quorum for the Committee.

**Public Input**

No public present.

**Appointments/Announcements**

**Joint Meeting with Budget Committee – 2019 Budget Process**

Chair Swenson stated there have been discussions with the Town Administrator regarding the review process. He explained the Board of Selectmen are approaching the budget process a bit differently than in the past but the process will still ensure a budget is developed that has had input from department heads, followed by review by the Board of Selectmen and then the Budget Committee. He also outlined the review of operational budget accounts and clarified the ETFs and CRFs will require extensive discussions. Chair Swenson presented a summary of accounts to be discussed at this meeting. The Board and Committee reviewed the summary as well as the budget meeting schedule.

Town Administrator Kinmond explained the preparations in the process which began with the submission of budgets from the department heads. He stated he asked for the budgets to be as flat as possible with justification for necessary upgrades, etc. and stated it will be up to the Board if and how to fund. Town Administrator Kinmond stated the budgets are pretty stable at this point, with many departments converting employees from full time to part time with significant savings. He also noted they will have a better idea of actual expenditures for the current budget year and revenues at this end of the third quarter, noting revenues are typically projected on the lower, more conservative side.

Chair Orlowicz asked what the expected increases are which are noted for the assessing water quality and long term notes. Chair Swenson replied the costs are anticipated due to an action by the 2018 Board of Selectmen which did away with the assessing CRF and the costs need to be reflected in the operational budget. There was also discussion of how the Board can apply anything over guidelines reserve amounts which can impact the tax rate. Town Administrator Kinmond explained the re-evaluation process which can also impact the revenues. There was further discussion of the schedule and some dates were changed.

**Ms. Phillips made a motion to adjourn the Budget Committee meeting. Mr. Fanjoy seconded the motion. Motion passed, 6-0-0.**

The Budget Committee meeting was adjourned at 6:46pm.

**Account 4130 – Executive Office**

Chair Swenson stated the 2018 budget amount for this account was \$197,877; the requested 2019 Budget amount is \$204,707. Town Administrator Kinmond explained the increases are mainly in the wages and benefits lines, as well as slight increases in the telephone line. He stated there are also some increases in the technology line in anticipation of the increase in the IT services contract amount and equipment leases. The Board reviewed and discussed the budgets.

**Chair Swenson made a motion to approve Account 4130, Executive Office, the 2019 Budget of \$204,707. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Account 4140 – Town Clerk**

Chair Swenson stated the 2018 budget amount for this account was \$107,641; the requested 2019 budget amount is \$107,708. Town Administrator Kinmond explained the increase is 1%, mainly due to maintenance fees on software licenses and wage adjustments, although a decrease in the number of elections (2).

**Selectman Veisel made a motion to approve Account 4140, Town Clerk, for the 2019 Budget as presented in the amount of \$107,708. Chair Swenson seconded the motion**

**Account 4150 – Finance Administration**

Chair Swenson stated the 2018 budget amount for this account was \$116,437; the requested 2019 budget amount is \$126,711. Town Administrator Kinmond explained the

increase is reflected by the change from contracted services to the addition of a full time position of the Finance Manager. He noted there may be some reduction in the software line. Chair Swenson thanked Ms. Soucy and Town Administrator Kinmond for their work in transitioning the finance office operations from contracted services to a full time position. The Board reviewed and discussed the budget lines. Chair Swenson suggested postponing approval of this account until the numbers and formulas utilized are verified.

**Account 4152 – Assessing**

Chair Swenson stated the 2018 budget amount for this account was \$64,392; the requested 2019 budget amount is \$102,858. He explained it's a 59% increase, comprised of increases in software licensing and changes previously discussed for the assessing contract. Chair Swenson noted that this spike is also due to the voters closing the revaluation CRF in 2017, which places the contracted expense in the operating budget.

**Selectman Veisel made a motion to approve Account 4152, Assessing, in the amount of \$91,833. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

**Account 4153 – Legal**

Chair Swenson stated the 2018 budget amount for this account was \$20,000; the requested 2019 budget amount is \$15,000. The Board reviewed and discussed the decrease.

**Chair Swenson made a motion to approve Account 4153, Legal, in the amount of \$15,000. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Account 4191 – Planning Board**

Chair Swenson stated the 2018 budget amount for this account was \$5,076; the requested 2019 budget amount is \$5,552. The Board reviewed the account and Chair Swenson noted the increase is mainly under the advertising line for public notices.

**Chair Swenson made a motion to approve Account 4191, Planning Board, in the amount of \$5,552. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Account 4192 – Zoning Board**

Chair Swenson stated the 2018 budget amount for this account was \$1,351; the requested 2019 budget amount is \$1,351.

**Selectman Veisel made a motion to approve Account 4192, Zoning Board, in the amount of \$1,351. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

**Account 4196 – Insurance**

Chair Swenson stated the 2018 budget amount for this account was \$52,031; the requested 2019 budget amount is \$54,250. The Board reviewed and discussed the increase in the insurance premium. Town Administrator Kinmond noted it could potentially come in less and explained how the rates are calculated and projected.

**Chair Swenson made a motion to approve Account 4196, Insurance, in the amount of \$54,250. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Account 4240 – Code Enforcement/Building Inspector**

Chair Swenson stated the 2018 budget amount for this account was \$31,425; the requested 2019 budget amount is \$42,053. Chair Swenson noted a large part of the increase is due to software upgrades as well as an increase in wages. The Board reviewed and discussed the account. A resident presented concerns about the Building Inspector being so busy with that aspect of his position that little is being done with Code Enforcement. Chair Swenson replied this has been discussed and the Town Administrator will be working on some comparisons for possible increase in hours and the offsetting fees. Town Administrator Kinmond noted there is a line for a deputy position but it's only for two hours per week. There was further discussion of looking into how the position can be modified and Chair Swenson suggested postponing approval of the account.

**Account 4411 – Health Officer**

Chair Swenson stated the 2018 budget amount for this account was \$2,368; the requested 2019 budget amount is \$2,379. It was noted the increase is for workers compensation expenses.

**Chair Swenson made a motion to approval Account 4411, Health Officer, in the amount of \$2,379. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Account 4441 – Welfare**

Chair Swenson stated the 2018 budget amount for this account was \$12,898; the requested 2019 budget amount is \$17,002. He noted much of the increase is required by law, covering welfare rent and mortgage services.

**Selectman Veisel made a motion to approve Account 4441, Welfare, in the amount of \$17,002. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

**Account 4612 – Conservation**

Chair Swenson stated the 2018 budget amount for this account was \$1,079; the requested 2019 budget amount is \$1,095.

**Selectman Veisel made a motion to approve Account 4612, Conservation, in the amount of \$1,095. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

**Account 4711 – Long Term Principal and Notes**

Chair Swenson stated the 2018 budget amount for this account was \$55,000; the requested 2019 budget amount is \$55,000.

**Chair Swenson made a motion to approve Account 4711, Long Term Principal and Notes in the amount of \$55,000. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Chair Swenson made a motion to approve the lease line of Account 4722, in the amount of \$38,000 for the SCBA. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Chair Swenson made a motion to approve Account 4721, in the amount of \$10,932. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Account 4723 - Interest on Tax Anticipated Note (TAN)**

**Chair Swenson made a motion to approve Account 4723, in the amount of \$1.00. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Account 4583 - Town Historian**

Chair Swenson stated the 2018 budget amount for this account was \$325; the requested 2019 budget amount is \$500. It was noted there was a theft of flag stands at the Shirley Cemetery and replacements are required.

**Chair Swenson made a motion to approve account 4583, Town Historian, in the amount of \$500. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Account 4150 – Finance and Administration**

Chair Swenson stated the 2018 budget amount for this account was \$116,437; the requested 2019 budget amount is \$133,393. It was noted the health insurance line was correct in the formula and the software was removed from the account. The Board reviewed and discussed the account.

**Selectman Veisel made a motion to approve Account 4150, Finance and Administration in the amount of \$133,393. Chair Swenson seconded the motion. Motion passed, 2-0-0.**

**Chair Swenson made a motion to enter into nonpublic session pursuant to RSA 91-A: 3 II (a) – the dismissal, promotion or compensation of any public employee or the disciplining of such employee; (b) – the hiring of any person as a public employee; (c)-matter which, if discussed in public would likely affect adversely the reputation of any person, other than a member of the public body itself. Selectman Veisel seconded the motion. Motion passed, 2-0-0.**

**Roll Call: Selectman Veisel – aye; Chair Swenson – aye.**

The Board entered nonpublic session at 8:08pm.

The Board reentered public session at 8:38pm.

**Chair Swenson made a motion to seal the nonpublic minutes of September 26, 2018 for reasons that it may adversely affect reputation. Selectman Veisel seconded the motion. Motion passed 2-0-0.**

**Adjourn**

**Chair Swenson made a motion to adjourn. Selectman Veisel seconded the motion.  
Motion passed, 2-0-0.**

The meeting was adjourned at 8:38pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary