

TOWN OF NEW DURHAM
Budget Committee
October 26, 2022, 6:00PM
New Durham Town Hall, New Durham, NH 03855

<https://us02web.zoom.us/j/87598405955?pwd=ZmhkUmJhUzYzR0NBTS93ODJWamo4QT09> Meeting ID:
875 9840 5955 Passcode: 011104 One tap mobile +13017158592,,87598405955#,,,,*011104# US
(Washington DC)

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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

Terry Jarvis, Budget Committee Chair
Kelly Bisson, Budget Committee Member
Dorothy Veisel, Select Board Representative to the Budget Committee Ken Fanjoy, Budget Committee Member – via Zoom
David Bickford, Budget Committee Member
David Swenson, Budget Committee Member via Zoom

ALSO PRESENT

Nicole Zoltko, Town Administrator
Kathleen Blaney, Finance Manager
Rudy Rosiello, resident

CALL TO ORDER

Chair Jarvis called the meeting of the Budget Committee to order at 7:01PM. Roll call was taken for Budget Committee members present.

AGENDA REVIEW

No changes were made to the agenda.

OLD BUSINESS

1. Review of outstanding questions from Quarter 1 & 2 T

The committee reviewed questions discussed at previously at the 1st and 2nd quarterly review and the committee reviewed the answers from the Finance Director.

Chair Jarvis noted in the department reports submitted there were questions about a TV for the community room coming from the Fire Department budget, but all Town Hall Streaming should come from the Town Hall budget/Account 4130. It is the same for the Internet costs and

Community Access and electronic meeting access costs.

Chair Jarvis stated she has questions about the usage for 4194, noting the budget was \$350 but total charged to date is \$1,951.56; she noted the changes were made with the approval of the Board of Selectmen. Ms. Blaney stated the name was changed from lawn maintenance to grounds maintenance for the Town Hall.

Chair Jarvis stated for Account 4220 there is a credit. Ms. Blaney stated that was an error and has been corrected in May from Account 4155.

Chair Jarvis asked if they can get estimates for the land fill monitoring, noting the account is over budget. Mr. Swenson stated Weston and Sampson typically does provide estimates but there is a possibility there were additional EPA requirements that were unexpected.

NEW BUSINESS

1. 3rd Quarter Review

Chair Jarvis stated three entities which have not submitted reports for 2022 including the Emergency Management Director, the 1772 Meetinghouse and Forestry. She noted a 3rd quarter report has also not been received from the Fire Department.

The Board reviewed the 3rd quarter report.

Chair Jarvis asked if there has been any negotiation in regard to the overages with the copiers. She stated at one point it was discussed how much time it takes for the Finance Department to separate out the FICA, social security and Medicare costs or whether those costs should be returned to the departments. Ms. Blaney stated it took about a week and a half to do all the departments.

Chair Jarvis noted account line 4140-10-630 has not had any expenditures. It was noted this expenditure was discontinued.

It was noted there is only 18% remaining in account 4150.

Mr. Swenson motioned to recommendation to the Board of Selectmen use the ETF Accrued Liability Funds to pay the past finance director instead of Account 4150-10-110, which is wages for the finance officer. Ms. Viesel seconded the motion. Roll Call Vote: Ms. Veisel-aye; Ms. Phillips – aye; Mr. Bickford -abstain; Mr. Swenson -aye; Chair Jarvis – aye; Ms. Bisson - aye. Motion passed, 8-0-0. Motion passed, 5-0-1.

The committee discussed the costs for advertising; Chair Jarvis noted some expenses are paid by applicants for ZBA and Planning Board cases, but the funds still need to come from the budgets. Chair Jarvis explained any grant work also has to be reflected within the budgets. There was also discussion about money that is left over in Account 4210; Chair Jarvis stated the committee can make suggestions for the Board of Selectmen to look at.

Chair Jarvis stated the report from the Building Inspector indicates the mileage reimbursement rate has increased to \$0.65; she suggested looking into a retired department vehicle being used.

The committee discussed how warrant articles should be listed as expenditures for Account 4415, Other Agencies; Chair Jarvis suggested its more informative to leave the details, noting DRA has always approved of listing the specific recipients on the reports. Ms. Blaney stated the budget has always appropriated the amount along with having a separate warrant article.

Chair Jarvis noted Account 4550, Library, is over budget; she noted at the 2nd quarter review it was determined money was taken from the operating budget, but it should have been from a CRF. Ms. Blaney stated that error was corrected.

Chair Jarvis noted no revenue report for FY 2022 has been received yet. Ms. Blaney explained MS-434 has been provided and is a summary of estimates. She stated she plans to have the revenue report ready for the Board of Selectmen meeting next week. Chair Jarvis stated the Budget Committee will need a revenue report before beginning the budget review process. It was agreed to move the meeting scheduled for November 2 to November 30, 2022 to allow the committee time to review the budget folders.

Ms. Veisel stated the Board of Selectmen would like to know from the Budget Committee if they would support taking funds from the unassigned fund balance to cover fuel overages. Chair Jarvis stated she would want to see the bottom line of the fuel budgets and expense reports before making that decision. Mr. Swenson and Mr. Bickford agreed it would be premature to make that recommendation.

APPROVAL OF MINUTES

Meeting of September 15, 2022 – Postponed.

Mr. Swenson motioned to adjourn. Ms. Phillips seconded the motion. Roll Call Vote: Ms. Veisel- aye; Ms. Phillips – aye; Mr. Bickford -aye; Mr. Swenson -aye; Chair Jarvis – aye; Ms. Bisson - aye. Motion passed, 8-0-0. Motion passed, 6-0-0.

The meeting was adjourned at 9:35PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary