

**NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
November 1, 2017, 7:00pm**

Final Approved 11-8-17

Present:

Cathy Orlowicz, Chair
Terry Jarvis, vice chair – Excused absence
David Shagoury- Joined at 7 p.m.
Ellen Phillips
Joan Swenson
David Swenson
Mark Sullivan – Excused absence

Also Present:

Scott Kinmond, Town Administrator
Stephanie McKenzie, Town Clerk
Donna Young, Deputy Town Clerk
Anina Soucy, Finance Administrative Assistant
Laura Zuzgo, Assessing Administrative Assistant

Call to Order

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

Approval of Minutes

Meeting of October 11, 2017 – Postponed.

2018 Budget Review

Chair Orlowicz stated the usual order of business for budget review begins with a presentation by the department head or chair presenting the budget request. She stated the accounts have already been reviewed by the Board of Selectmen but all have not been approved.

Account 4140 – Elections and Registrations

Stephanie McKenzie, Town Clerk/Tax Collector, gave an overview of the 2018 budget requests. She stated there were fewer elections in 2017 than there will be in 2018 so the wage costs are a little higher for 2018. Town Administrator Kinmond noted in 2017 there were wage adjustments and wage increases that took place and the hourly rates are now adjusted for that in 2018. Ms. McKenzie stated supplies were stockpiled in recent years but will need replacement in 2018; she stated she expects postage to increase significantly as USPS rules have changes and motor vehicle paperwork has increased significantly as well. Ms. McKenzie explained other line increases including increase in absentee ballots. Mr. Swenson distributed a summary of all the 2018 accounts approved by the Board of Selectmen and the amounts.

There was discussion of the increase in hours and wage line, particularly for the elections and noted the division of hours between the deputy positions.

Ms. Phillips made a motion to approve account 4140, Elections and Registrations, in the amount of \$107,641. Ms. Swenson seconded the motion. Motion passed, 4-0-0.

Account 4150 – Financial Administration/Tax Collector

Town Administrator Kinmond gave a summary of the budget request and explained the increase is due to the position being made full time, 40 hours per week. The contract position will be significantly reduced. Ms. Phillips stated in the past when they had a full time finance person, there was no contract person and asked why there is now both. Mr. Swenson stated the contract services are anticipated to end in March. Ms. Phillips stated she wants to be sure there are not conflicting things being done. Town Administrator Kinmond explained the budget lines.

Ms. Phillips made a motion to approve account 4150, Financial Administration, in the amount of \$116, 437. Ms. Swenson seconded the motion. Motion passed, 4-0-0.

Account 4441 – Welfare General Government Buildings

Laura Zuzgo, Assessing Assistant, presented a summary of expenses for this account, noting a recent expense used most of the remaining balance of the account. Ms. Zuzgo explained the reduction in CAP funding from the State and anticipates more future expenses to the Town. Town Administrator Kinmond explained under statute they are required to provide assistance. It was noted some expenses are charged under the administrative line. Mr. Shagoury stated he would like to know more about the program and the requirements, noting he may be able to help individuals find work.

Ms. Swenson made a motion to approve account 4441, Welfare General Government Buildings, in the amount of \$12,888. Mr. Shagoury seconded the motion. Motion passed, 5-0-0.

Account 4152 – Assessing

Town Administrator Kinmond gave a summary of the assessing budget and explained the contracted services. Mr. Swenson stated the Board of Selectmen has been working on reducing costs and the tax rate impact for this with some funds from the general fund to help cover the expense. The general fund source would be applied to 4152-10-340 revaluation contract.

Ms. Swenson made a motion to approve account 4152, Assessing, in the amount of \$64,392. Ms. Phillips seconded the motion. Motion passed, 5-0-0.

Account 4415 – Other Agencies

Approval of the account was postponed, as additional detail was requested. Mr. Swenson stated he would like discussion on this account particularly regarding supporting entities with tax-payer funding, noting the Board of Selectmen did approve 2-1. Ms. Swenson suggested the title of the account is somewhat misleading, not making it clear this

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account is for donations to organizations, and there needs to be more transparency with the organizations being funded. Ms. Phillips stated taxpayers have opportunity to understand this account with the budget review meetings and they aren't forced to accept this account if they don't want to. Town Administrator Kinmond explained some towns require warrant articles to fund donations to outside organizations and no budget funds are used for this purpose. Mr. Shagoury stated the account used to be titled "other charitable agencies" for clarity and Mr. Swenson explained the account titles are required by the NH Department of Revenue Administration. Chair Orlowicz stated she believes the Town needs to support some of these activities and they used to be funded from Trustee-held funds and suggested looking into that revenue source to help offset operating funds. Mr. Swenson stated he would be in support of this as it would not force tax-payers to fund the agency contributions. Approval of the account was tabled until representatives can be present for discussion.

Account 4130 – Executive Office

Mr. Swenson noted the Board of Selectmen changed the account for the Boodey Farmstead line of this account. There was discussion of the Ethics lines and Town Administrator Kinmond stated the training session was a beneficial course for boards and committees, and suggested continue funding for this type of event. Town Administrator Kinmond gave a summary of the account lines. Ms. Phillips noted the only difference between the request and amount approved by the Board of Selectmen is \$500 for the telephone line. Chair Orlowicz asked for explanation of the connection between longevity pay elimination and the overtime impact. Town Administrator Kinmond explained is for employees who are entitled to overtime. Ms. Swenson asked if the insurance increase is what it usually is. Town Administrator Kinmond explained the increase was 12.4% this year, as well as difficulties in projecting the risk pool noting he initially budgeted for a 15% increase. Ms. Swenson asked if they are required to pay into the plan for the police and fire retirement system. Town Administrator Kinmond responded yes, the Town is required to make matching payments. Town Administrator Kinmond replied there is going to be a seminar at the New Hampshire Municipal Association conference and hopes Ms. Soucy will get some clarification.

Ms. Phillips made a motion to approve account 4130, Executive Office, in the amount of \$197,877. Mr. Shagoury seconded the motion. Motion passed, 5-0-0.

Account 4153 – Legal Expenses

The budget request for legal expense account was reviewed. Town Administrator Kinmond explained the year-to-date expenses for this account and wants to be sure the account is adequately funded, noting unexpended funds are returned to the general fund. Mr. Swenson noted there are a couple ZBA cases that may be going to court. Mr. Shagoury stated this is an expense that has to be paid no matter what. Chair Orlowicz suggested there may be some expenses regarding the water quality issues as well. Mrs. Philips recommended to lower to \$15,000, but after discussion agreed to the amount of \$20,000.

Mr. Shagoury made a motion to approve account 4153, Legal Expenses, in the amount of \$20,000. Ms. Phillips seconded the motion. Motion passed, 5-0-0.

Account 4155 – Personnel Administration

Town Administrator Kinmond gave a summary of the budget request, noting there are increases for merit increases and wage adjustments in 2017, totaling about \$16,000. He stated there is also an allowance for changes in health plans by employees as well as pre-employment tests.

Ms. Phillips made a motion to approve account 4155, in the amount of \$37,081. Ms. Swenson seconded the motion. Motion passed, 5-0-0.

Account 4194 – General Government Buildings

Town Administrator Kinmond explained the expenses covered in this account, noting it covers general maintenance of Town buildings, excluding the Library. It was noted the Board of Selectmen have not approved this account and Town Administrator Kinmond is still reviewing the reports for the installation of the door security system. Town Administrator Kinmond explained the expenses to the alarm company.

Ms. Swenson made a motion to approve account 4194, General Government Buildings, in the amount of \$26,724. Ms. Phillips seconded the motion. Motion passed, 5-0-0.

Account 4196 – Insurance (Property & Liability)

Town Administrator Kinmond explained the expenses for this account.

Mr. Shagoury made a motion to approve account 4196, Insurance (property and liability), in the amount of \$52,031. Ms. Swenson seconded the motion. Motion passed 5-0-0

Account 4199 – Other General Government

Town Administrator Kinmond explained the expenses in the account, noting it includes payments to the State of NH Dam Bureau to inspect the Town dams and surveying of Town lines. Mr. Swenson explained the proposed watershed management study and stated funding has been committed from the State of NH Fish & Game, Merrymeeting Lake Association and the Towns of Alton and New Durham.

Ms. Phillips made a motion to approve account 4199, Other General Government, in the amount of \$7601. Ms. Swenson seconded the motion. Motion passed, 5-0-0.

Future Meeting

Wednesday, November 8, 2017, 6:00pm, Town Hall

Adjourn

Mr. Swenson made a motion to adjourn. Ms. Phillips seconded the motion. Motion passed 5-0-0.

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The meeting was adjourned at 8:38pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary