

**TOWN OF NEW DURHAM
BUDGET COMMITTEE MEETING
November 11, 2020, 7:00p.m.
Virtual Meeting, New Durham, NH 03855**

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.

Under the emergency provisions of RSA 91A, this meeting took place electronically via Zoom.

*IN LIGHT OF THE COVID 19 (CORONA VIRUS) SOCIAL DISTANCING
ADVICE MADE BY THE GOVERNOR AND CDC, THE TOWN OF NEW DURHAM NH
FOLLOWING A DECLARATION OF EMERGENCY BY THE PLANNING BOARD
CHAIRPERSON, IS PROVIDING A MEETING PARTICIPATION VIA TELEPHONE
CONFERENCE FOR YOUR SAFETY.*

This meeting is for members and the public to utilize the Zoom platform to prepare for future meetings and public hearings. All members of the Budget Committee and Town Administrator have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following. In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2

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Join Zoom Meeting

<https://us02web.zoom.us/j/83961422456?pwd=ODIxRTB5WFIPeWFzT1MrRm1BZjNkUT09>

Meeting ID: 839 6142 2456 Passcode: 107138

Or via telephone number: 1 646 558 8656 Meeting ID: 839 6142 2456 Passcode: 107138

Technical difficulties contact Town Administrator Scott Kinmond at 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

Terry Jarvis, Chairman, Budget Committee – via Zoom

Mark Sullivan, Budget Committee – via Zoom

Rudy Rosiello, Budget Committee – via Zoom

Joan Swenson, Budget Committee – via Zoom

David Swenson, Board of Selectmen Representative – via Zoom

Ellen Phillips, Budget Committee – via Zoom

Kenneth Fanjoy, Budget Committee – via Zoom

ALSO PRESENT

Scott Kinmond, Town Administrator–via Zoom
Anina Soucy, Finance Director – via Zoom
Fred Quimby, Water Quality Committee– via Zoom
Celeste Chasse, Parks and Recreation Director– via Zoom
Zachary Porter, Kingswood Youth Center– via Zoom
Jaymie Chagnon, Strafford County Meals and Wheels
Cathy Orlowicz, Zachariah Boodey Farmstead Committee – via Zoom
Betsy Parker, Community Action Partners of Strafford County– via Zoom
Tami Larock, resident – via Zoom
Richard Leonard, Library Trustee – via Zoom
Bill Meyer, Library Trustee – via Zoom
Cathy Allyn, Library Director/Meetinghouse Committee– via Zoom
Bob Bickford, Meetinghouse Committee– via Zoom
Clayton Randall, Meetinghouse Committee– via Zoom
Donna Swett, resident – via Zoom
Joan Goodrich, resident – via Zoom

CALL TO ORDER

Chair Jarvis called the Budget Committee meeting to order at 7:01pm.

Chair Jarvis 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. She 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 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 Jarvis confirmed the meeting was posted appropriately with access numbers. She stated in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair Jarvis stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting.

FY 2021 Budget Review

Account 4415 – Other Agencies

Chair Jarvis stated the department 2021 Budget request is \$8,346; the Board of Selectmen \$7,000. The 2020 Budget was \$7,546.

Chair Jarvis stated she is on the Board of Directors for CAP of Strafford County so would be stepping down from this discussion.

Vice Chair Sullivan asked representatives present to speak to their respective agencies.

Betsy Parker, Community Action Partners of Strafford County, stated they are requesting \$2,000 which has been a consistent amount; she explained the services they provided this year to seven

households in New Durham with an average of \$1750 per household. She stated the program has helped over 300 households in the county. Ms. Parker stated the CARES program is a critical program in this area and the Town's support is greatly appreciated.

Ms. Jarvis stated she is also on the Board of the Food Pantry and noted the food they receive is from the federal government and they are greatly assisted by CAP in procuring the commodities of food. Ms. Parker stated the food program has no income and costs around \$20,000 a year to coordinate and supply the food in Strafford County. She stated if anyone is in need of assistance they can visit straftordcap.org. Ms. Parker stated 80% of their funds come from the federal government and they are still working to secure that for 2021.

Zachary Porter, Kingswood Youth Center, stated this year their request is for level funding in the amount of \$1500. He stated they are typically funded by three other towns. Mr. Parker stated the program is for grades 7 to 12 students in the Governor Wentworth School District; the programs include afterschool, summer programs and individual mentoring. They also work with a substance abuse program. Mr. Porter outlined the various activities and resources they worked to provide during this difficult year. He stated in the previous year they directly served over 300 kids through the health classes with 100 coming to the center; this year, so far, they have served 45 different students and 7 are from New Durham.

Mr. Swenson noted the Board of Selectmen approved \$7,546; they felt that because of a large part of school being online, they felt most services would be so reduced this line. He noted they did not have any of the information presented tonight; he doesn't anticipate any change by the Board.

Ms. Phillips stated after hearing this presentation, hearing the program worked all summer and offered help to families as well, she thinks the cut by the Board of Selectmen was too much. She suggested reducing the line by only \$500.

Mr. Porter noted their annual operating budget of \$170,000 includes \$14,500 from the towns.

Mr. Fanjoy suggested level funding, noting the amount they do for so little requested.

Mr. Swenson noted for the last few years, they have been able to use trust funds to support these activities; the amount remaining in the trust is no longer able to fully fund this account.

No representative from HAVEN was present.

Jaymie Chagnon, Strafford County Meals on Wheels, stated they increased their request by \$300 primarily due to costs of foods and a dramatic increase in requests for meals; she stated this time last year they served about 400 meals and this year they've served 630 meals. Ms. Chagnon stated last year they served 13 New Durham residents from July to June; currently about 7 New Durham residents a day. Vice Chair Sullivan noted the costs work out to about \$1 per meal.

No representatives were present for CASA or Easterseals.

Mr. Fanjoy made a motion to increase the line for Kingswood Youth Center to the \$1500 amount requested. Ms. Phillips seconded the motion. Discussion: Vice Chair Sullivan stated the numbers seem almost trivial compared to other departments but recognizes they are working to cut wherever they can; however he agrees each line item contributes greatly to the community as a whole and would agree with increasing the line for Kingswood. Mr. Rosiello stated with schools going back to remote, and limiting activities. Ms. Phillips noted schools are hybrid. Ms. Jarvis noted Easterseals requested monies last year, but they provide services to fewer than 25 citizens and she would prefer to take the \$500 from them and give to Kingswood as Kingswood provided services even while school was remote. She stated she does not know the specific services CASA provides to residents of the Town; she isn't sure if they have ever funded this agencies. It was noted a letter was received but no detailed information was provided.

Mr. Swenson made an amendment to the motion to change the line item for Kingswood to \$1500, and remove \$500 from the CASA and Easterseals lines. Ms. Phillips seconded the motion. Roll Call: Chair Jarvis – abstain; Vice Chair Sullivan – aye; Mr. Rosiello– abstain; Mr. Swenson – aye; Ms. Swenson – aye. Ms. Phillips – aye; Mr. Fanjoy – aye. Amended motion passed 5-1-1.

Ms. Phillips made a motion to approve account 4415, Other Agencies, for the FY 2021 Budget, in the amount of \$7,000. Mr. Fanjoy seconded the motion. Roll Call: Chair Jarvis – abstain; Vice Chair Sullivan – aye; Mr. Rosiello– no; Mr. Swenson – aye; Ms. Swenson – aye. Ms. Phillips – aye; Mr. Fanjoy – aye. Motion passed 5-1-1.

Account 4520- Recreation

Chair Jarvis stated the department 2021 Budget request is \$63,696; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$72,021.

Celeste Chasse, Parks and Recreation Director, stated due to COVID-19 she was able to cut some part time help as many of the regular activities were not run; she stated she has tried to think outside the box and do other things and she anticipates next year being much of the same. Ms. Chasse stated the ball field maintenance line was cut by \$3,000 as they already have the materials for upcoming projects.

Ms. Phillips made a motion to approve account 4520, Recreation, for the FY 2021 Budget, in the amount of \$63,696. Mr. Swenson seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Ms. Phillips – aye; Mr. Fanjoy – aye. Motion passed 7-0-0.

Account 4199- Water Quality

Chair Jarvis stated the department 2021 Budget request is \$9,529; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$9,601. This account includes Water Quality, Dam Monitoring and Repeater Lease.

Fred Quimby, Water Quality Committee, stated they engage in three different activities which involve the three swimmable water bodies in Town. They monitor the water quality on a monthly basis; phosphorus levels which contribute to cyanobacteria blooms and all other remaining water

bodies to make sure the quality of the water meets the standards they want it to. Mr. Quimby stated these costs are only for the lab analysis at UNH as residents and volunteers work to collect water samples. He noted they are only billed once a year in December.

Town Administrator Kinmond noted this account includes Water Quality, Dam Monitoring and Repeater Lease.

Ms. Swenson made a motion to approve account 4199, Water Quality, for the FY 2021 Budget, in the amount of \$9,529. Mr. Fanjoy seconded the motion. Roll Call: Chair Jarvis – abstain; Vice Chair Sullivan – abstain; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Ms. Phillips – aye; Mr. Fanjoy – aye. Motion passed 6-0-1.

Account 4589 – Boodey Farmstead

Chair Jarvis stated the department 2021 Budget request is \$4,915; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$9,251.

Cathy Orlowicz, chair of the Zachariah Boodey Farmstead Committee, stated the stated the funds for contracted services would be to hire and engage a consulting firm to develop a marketing and fundraising plan. Ms. Orlowicz stated they reached out to the 1772 Meetinghouse Committee to inviting them to work together on this endeavor as each project has different areas which can take advantage of this plan.

Cathy Allyn, 1772 Meetinghouse Committee, stated the committee has discussed it; they are eligible for a lot of grants but fundraising has not been something they have pursued as much but with the current financial situation in Town, didn't feel this would be something that would happen this year. She stated the committee didn't vote to approve the Boodey Farmstead's proposal but by consensus agree it would be a wonderful opportunity for both committees.

Mr. Rosiello stated citizens have consistently voted against funding these projects, preferring costs to be covered by fundraising and he doesn't want this action to imply more funding will follow. Vice Chair Sullivan concurred.

Account 4589 – 1772 Meetinghouse

Chair Jarvis stated the department 2021 Budget request is \$1,750; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$1,150.

Bob Bickford, 1772 Meetinghouse Committee, presented slides showing the progress of the project as well as their plans moving forward.

It was noted funds were not expended this year to date. Vice Chair Sullivan stated it seems a lot of money is going to be needed for future phases, and questioned whether this is motivation and plans to get there. Ms. Allyn explained there is an L-CHIP grant available but they have to get the \$150,000 in the CRF to receiving the matching funds. Vice Chair Sullivan noted funding by taxes was turned down by voters and asked if there is a plan where that will come from. Ms. Allyn stated the committee has come up with a lot of different plans but there was no support

from Town officials; their current plan was to do a clothing drive but that has not happened to COVID.

Vice Chair Sullivan made a motion to approve account 4589, Other Culture and Recreation for the FY 2021 Budget, in the amount of \$6,665. Ms. Swenson seconded the motion. Roll Call: Chair Jarvis – no; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Ms. Phillips – aye; Mr. Fanjoy – aye. Motion passed 6-0-0.

Account 4550- Library

Chair Jarvis stated the department 2021 Budget request is \$125,819; the Board of Selectmen approved \$125,819. The approved FY 2020 Budget was \$132,321.

Cathy Allyn, Library Director, stated even with the pandemic going on they are providing nearly all the services when the doors were open. Mr. Rosiello asked how many hours per week a staff member is in the library. Ms. Ally replied normally its 34 hours per week.

Approval was postponed until all members of the committee can review the department's narrative.

Accounts: 4155- Personnel Administration, 4194- General Government Buildings, 4195- Cemeteries were postponed to November 18, 2020

Next Meeting

Budget Review –November 18, 2020, 5:30p.m.

APPROVAL OF MINUTES

Meeting of August 13, 2020 – Postponed.
Meeting of October 14, 2020 – Postponed.
Meeting of October 21, 2020 – Postponed.
Meeting of November 4, 2020- Postponed.

ADJOURN

Mr. Fanjoy made a motion to adjourn. Ms. Phillips seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Ms. Phillips – aye; Mr. Swenson – aye; Ms. Swenson – aye. Mr. Fanjoy – aye. Motion passed 7-0-0.

The meeting was adjourned at 9:45pm.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary