

**TOWN OF NEW DURHAM
BUDGET COMMITTEE MEETING
November 4, 2020, 7:00p.m.
Virtual Meeting, New Durham, NH 03855**

Final Approved 11-18-20

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 – excused absence
Kenneth Fanjoy, Budget Committee – excused absence

ALSO PRESENT

Scott Kinmond, Town Administrator – via Zoom
Anina Soucy, Finance Director – via Zoom

Cathy Orlowicz, Town Historian – via Zoom

CALL TO ORDER

Chair Jarvis called the Budget Committee meeting to order at 7:00pm.

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 4583 Historian

Chair Jarvis stated the department 2021 Budget request is \$488; the Board of Selectmen approved the same.

Cathy Orlowicz, Town Historian stated the request reflects an increase which is part of a usual pattern for replacing flags which are placed on veterans' graves. She stated her inventory is down to 10 flags and won't be able to place the necessary flags without this budget.

Vice Chair Sullivan made a motion to approve account 4583, Town Historian, for the FY 2021 Budget, in the amount of \$488. Mr. Swenson seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello – aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4130 Executive

Chair Jarvis stated the department 2021 Budget request is \$209,292; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$214,399.

Town Administrator Kinmond stated the budget has been cut to just operational type items to keep things afloat; there is a part time land use administrative assistant and supports to IT and Town Hall Streams. He explained the increases in IT services which are with a new company as well as added costs for Cloud storage.

Vice Chair Sullivan made a motion to approve account 4130, Executive, for the FY 2021 Budget, in the amount of \$209,292. Mr. Rosiello seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello – aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4140 Town Clerk

Chair Jarvis stated the department 2021 Budget request is \$153,862; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$145,225.

Town Administrator Kinmond noted there was an increase in postage and anticipated increases in costs due to COVID. There is also a bit of an increase in the software user fees and training with a new Town Clerk.

Ms. Swenson made a motion to approve account 4140, Town Clerk, for the FY 2021 Budget, in the amount of \$153,862. Mr. Rosiello seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello – aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4150 Financial Administration

Chair Jarvis stated the department 2021 Budget request is \$138,059; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$134,158.

Town Administrator Kinmond stated there are also some wages and retirement for the Tax Collector and Town Clerk positions in this account; there were also some increases in software costs.

The Committee discussed whether training and conference expenses could be deferred, particularly in years when they are looking to reduce costs. The Committee concurred with reducing that line to \$1400.

Vice Chair Sullivan made a motion to approve account 4150, Financial Administration, for the FY 2021 Budget, in the amount of \$136,759. Ms. Swenson seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello – aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

The Committee agreed go back and review the previously approved budget account lines for training and conferences.

Account 4152 Assessing

Chair Jarvis stated the department 2021 Budget request is \$77,414; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$103,915.

Town Administrator Kinmond stated the difference is that 2021 will not be a reevaluation year and they will be looking at a new assessing contract. It was noted the balance of the account would likely be spent or need to be encumbered.

Chair Jarvis made a motion to approve account 4152, Assessing, for the FY 2021 Budget, in the amount of \$77,414. Vice Chair Sullivan seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello – aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4240 BI/CEO

Chair Jarvis stated the department 2021 Budget request is \$46,522; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$48,822.

Town Administrator Kinmond stated clerical hours were reduced and assumed by the Deputy Code Enforcement officer and it is difficult to reduce the hours due to the current demand. He explained this is mostly a self-funded department with fees and revenues collected. It was suggested to reduce the line by \$1500 as there are some anticipated changes with converting to more electronic permit tracking.

Vice Chair Sullivan made a motion to approve account 4240, Building Inspector/Code Enforcement, for the FY 2021 Budget, in the amount of \$46,522. Ms. Swenson seconded the motion. Roll Call: Chair Jarvis – opposed; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 4-1-0.

Account 4411 Health Officer

Chair Jarvis stated the department 2021 Budget request is \$2,391; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$2,379.

Town Administrator Kinmond stated this is a stipend paid to the Building Inspector/Code Enforcement officer and also includes water testing which will be completed before the end of the year.

Ms. Swenson made a motion to approve account 4411, Health Officer, for the FY 2021 Budget, in the amount of \$2,391. Mr. Rosiello seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4441 Welfare

Chair Jarvis stated the department 2021 Budget request is \$16,756; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$17,205. Mr. Swenson noted the original department request was \$12,215 but the amount was increased by the Board of Selectmen.

Town Administrator Kinmond stated there may be staffing changes within Town Hall so the Board agreed with keeping the funds in that line.

Ms. Swenson made a motion to approve account 4441, Welfare, for the FY 2021 Budget, in the amount of \$16,756. Vice Chair Sullivan seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4153 Legal

Chair Jarvis stated the department 2021 Budget request is \$25,000; the Board of Selectmen approved \$20,000. The approved FY 2020 Budget was \$15,000.

Vice Chair Sullivan made a motion to approve account 4153, Legal, for the FY 2021 Budget, in the amount of \$20,000. Mr. Rosiello seconded the motion. Roll Call: Chair

Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4191 Planning Board

Chair Jarvis stated the department 2021 Budget request is \$4,902; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$6,152.

The Committee agreed more information is needed regarding the advertising line before voting on this account.

Ms. Swenson made a motion to approve account 4191, Planning Board, for the FY 2021 Budget, in the amount of \$4,902. Mr. Rosiello seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4192 Zoning Board

Chair Jarvis stepped down from reviewing this account.

It was noted the budget was based on 15 cases but this year has already exceeded that; the Board of Selectmen and ZBA are working to help the Board become completely self-funding through fees and application costs.

Ms. Swenson made a motion to approve account 4192, Zoning Board, for the FY 2021 Budget, in the amount of \$2,081. Mr. Rosiello seconded the motion. Roll Call: Chair Jarvis – abstain; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 4-0-1.

Account 4196 Insurance (P&L)

Chair Jarvis stated the department 2021 Budget request is \$58,277; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$51,632.

Vice Chair Sullivan made a motion to approve account 4196, Insurance (P&L) for the FY 2021 Budget, in the amount of \$58,277. Mr. Rosiello seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4612 Conservation Commission

Chair Jarvis stated the department 2021 Budget request is \$1,585; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$1,795.

It was noted the lines for printing and conferences were both reduced. Town Administrator Kinmond noted the invoices for water quality testing and dues were just received so are not reflected in the current account balance. The Committee agreed with reducing the conference line.

Mr. Rosiello made a motion to approve account 4612, Conservation Commission, for the FY 2021 Budget, in the amount of \$1,477. Ms. Swenson seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4711 Principle Long Term Bonds

Chair Jarvis stated the department 2021 Budget request is \$60,000; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$55,000.

Vice Chair Sullivan made a motion to approve account 4711, Principle Long Term Bonds, for the FY 2021 Budget, in the amount of \$60,000. Ms. Swenson seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4721 Interest Long Term Bonds

Chair Jarvis stated the department 2021 Budget request is \$13,584; the Board of Selectmen approved \$4,615. The approved FY 2020 Budget was \$7,357.

Ms. Swenson made a motion to approve account 4721, Interest on Long Term Bonds, for the FY 2021 Budget, in the amount of \$4,615. Mr. Rosiello seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4722 Lease

Chair Jarvis stated the department 2021 Budget request is \$38,000; the Board of Selectmen approved the same. The approved FY 2020 Budget was \$38,000.

Mr. Rosiello made a motion to approve account 4722, Lease, for the FY 2021 Budget, in the amount of \$38,000. Vice Chair Sullivan seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Account 4723 Tax Anticipation Note (TAN)

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

Mr. Swenson stated the Board of Selectmen expect to utilize this account in 2020.

Chair Jarvis made a motion to approve account 4723, TAN, for the FY 2021 Budget, in the amount of \$1. Mr. Rosiello seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Next Meeting

Budget Review –Thursday, November 12, 2020 7:00p.m.

Approval of Minutes

Mr. Swenson made a motion to postpone review of minutes. Mr. Rosiello seconded the motion. Roll Call: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye. Motion passed 5-0-0.

Meeting of August 13, 2020 – Postponed.

Meeting of October 14, 2020 – Postponed.

Meeting of October 21, 2020 – Postponed.

ADJOURN

Mr. Swenson made a motion to adjourn. Vice Chair Sullivan 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 5-0-0.

The meeting was adjourned at 9:11pm.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary