

**TOWN OF NEW DURHAM
BUDGET COMMITTEE MEETING
October 21, 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

*In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2
Join Zoom Meeting*

<https://us02web.zoom.us/j/87481451775?pwd=aGJTbHNIMFFqMUxVYmJUazhqRVR3dz09>

Meeting ID: 874 8145 1775 Passcode: 928749

Or via telephone number: 1-646-558-8656 Meeting ID: 874 8145 1775 Passcode: 92874

*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, Chair, Budget Committee – via Zoom
Mark Sullivan, Vice Chair, Budget Committee – via Zoom
Ellen Phillips, Budget Committee – via Zoom
Kenneth Fanjoy, Budget Committee – via Zoom
Rudy Rosiello, Budget Committee – via Zoom
Joan Swenson, Budget Committee – via Zoom
David Swenson, Board of Selectmen Representative – via Zoom

ALSO PRESENT

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

CALL TO ORDER

Chair Jarvis called the Budget Committee meeting to order at 7:03 pm.

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 in the event they need to go into non-public session, a separate phone number will be used for the Board of Selectmen members to use and they will then reenter nonpublic session. Chair Jarvis stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting.

2020 Third Quarter Budget Review

Town Administrator Kinmond summarized the activities by accounts for the third quarter of 2020 and outlined accounts with 75% or greater expenditure. He also outlined the COVID-19 related expenses, many of which will be reimbursed by the GOFFER/Coronavirus Relief Fund; about \$40,000 has been received to date. Funding will be received for election expenses as well; wage adjustments are reflected in the respective accounts. Town Administrator Kinmond stated the total operating budget expended is at 60%; department heads have been fairly frugal with expenditures and several were deferred by the Board of Selectmen. It is anticipated that the reevaluation report from the assessor will be completed by the first week in November along with an MS-1 sheet so the tax rate can be set.

Vice Chair Sullivan noted the wages expenses in fire department seems to be running low; Town Administrator Kinmond stated medical responses are down and it is directly related to COVID. There has also been a drastic down tick in use of medical insurance. Town Administrator Kinmond stated he anticipates the reimbursement for the elections to be \$2,500-3,000 but it's dependent on the number of absentee ballots.

Mr. Rosiello noted account 4130 shows an over charge by \$8,000 where the budgeted amount was \$9,000. Town Administrator Kinmond explained there were purchases due to COVID which came out of this account but the \$40,000 received off sets these expenses.

Chair Jarvis noted the fuel expenditure indicates a majority of the expenses show gasoline but the highway trucks are diesel. Town Administrator Kinmond explained how the data collected in the accounting software and is charged back out.

The committee reviewed and discussed the breakdown of the expenditure details. It was noted the Land Use Assistant line is at 81%. Mr. Swenson stated the primary reason is for the reimbursable COVID-related expenses but there has been some additional activity in the Land Use office and overall it is in good shape. Chair Jarvis noted the Town Clerk wages are

October 21, 2020

at 51%; Town Administrator Kinmond explained this may be something due to the software conversion as well.

Chair Jarvis stated her concern with account 4210 is the overtime line being over budget; it was noted the department was not fully staffed until about a month ago so there was a backfilling of shifts.

There was further review and discussion of the budget accounts.

Approval of Minutes

Meeting of August 5, 2020 – Edits were made. **Ms. Phillips made a motion to approve the minutes as amended. Roll Call Vote: Mr. Fanjoy 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.**

Mr. Swenson made a motion to rescind the approval of the amended minutes of August 5, 2020 and approve the minutes of August 5, 2020 as written. Vice Chair Sullivan seconded the motion. Roll Call Vote: 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.

Meeting of October 14, 2020 – Postponed.

ADJOURN

Ms. Phillips made a motion to adjourn the Budget Committee. Vice Chair Sullivan seconded the motion. Roll Call Vote: 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 8:30pm.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary