

**TOWN OF NEW DURHAM  
BUDGET COMMITTEE MEETING  
February 24, 2021, 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.*

*In accordance with Governor's Executive Order #12, pursuant to RSA 91-A: 2  
Attendees log into join Zoom meeting:*

*<https://us02web.zoom.us/j/86970995460?pwd=N09OMGRTb2ZlUDVpU3R5SDZxeTJIUT09>. Meeting ID: 869 7099 5460 Passcode: 189218 Or via telephone number: 1-646-558-8656 Meeting ID: 869 7099 5460 Passcode: 189218*

*Technical difficulties contact Town Administrator Scott Kinmond at  
[skinmond@newdurhamnh.us](mailto: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  
Kenneth Fanjoy, Budget Committee – via Zoom  
David Swenson, Board of Selectmen Representative – via Zoom  
Joan Swenson, Budget Committee – via Zoom  
Ellen Phillips, Budget Committee – via Zoom  
Rudy Rosiello, Budget Committee – 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 7:02PM.

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.

### **2020 4th Quarter Budget Review**

The Board reviewed and discussed a memo provided by the Finance Director regarding the 2020 4<sup>th</sup> Quarter budget. Town Administrator Kinmond outlined some accounts changes; he noted there are still some outstanding reimbursements for personal protective equipment from FEMA. He has been advised the funds received will be 100%.

Town Administrator Kinmond explained the 110% expenditure in line 4140 was due to retirement of the Town Clerk and hiring of Deputy Town Clerk and the reimbursement from the ETF has not been authorized at this point. He stated the overages for the election costs will be offset by a \$5,000 grant received this week along with reimbursements that will be received. He explained that while assistance has been received throughout COVID-19, it doesn't completely cover all expenses.

Ms. Phillips joined the meeting at 7:14PM.

Town Administrator Kinmond outlined the accounts were expended over 100%. He stated the police department account is 107% expended, primarily due to wage adjustments in 2020 from transfers from account 4155; there was also an up kick in overtime due to staff shortages caused by injuries and training. He stated the department is now fully staffed.

Town Administrator Kinmond explained some road projects were postponed for 2020 which helped with the tight budget; a Tax Anticipation Note was taken out in December, with interest actually being paid in 2021.

Chair Jarvis asked if the funds unspent for the roads, was encumbered. Town Administrator Kinmond explained it cannot be unencumbered without a contract and there was no signed contract so it is just deferred although the Board of Selectmen is proposing to voters, to move \$140,000 from the unassigned fund balance for this purpose.

The committee reviewed and discussed the detailed expenditure breakdown.

### **FUTURE MEETINGS**

May 5, 2021, 7:00PM, 2021, 1st Quarter Review

### **APPROVAL OF MINUTES**

Meeting of December 2, 2020 – Edits were made. **Vice Chair Sullivan made a motion to approve the minutes as amended. Ms. Phillips seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello – aye; Mr. Swenson – aye; Ms. Swenson – aye; Mr. Fanjoy – aye; Ms. Phillips – aye; Motion passed 7-0-0.**

Meeting of January 13, 2021, Public Hearing – Edits were made. **Mr. Swenson made a motion**

**to approve the minutes as amended. Mr. Fanjoy seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – abstain; Mr. Fanjoy – aye; Ms. Phillips – abstain; Motion passed 4-0-2.**

**OTHER**

Chair Jarvis asked when they would be reviewing the Copple Crown Village District. Town Administrator Kinmond noted that generally that meeting is in May. Chair Jarvis asked him to contact the district committee to let them know he is going to be leaving and it would be best to get something scheduled in March.

**ADJOURN**

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

The meeting was adjourned at 8:46PM.

Respectfully Submitted,

*Jennifer L. Riel*

Jennifer Riel, Recording Secretary