

**TOWN OF NEW DURHAM
BUDGET COMMITTEE MEETING
June 15, 2022, 7:00P.M.**

New Durham Town Hall, New Durham, NH 03855

PRESENT

Terry Jarvis, Chair, Budget Committee
Dot Veisel, Board of Selectmen Representative
Ken Fanjoy, Budget Committee Member
David Bickford, Budget Committee Member
David Swenson, Vice Chair Budget Committee
David Wessel, Budget Committee Member – via Zoom
Ellen Phillips, Budget Committee Member

ALSO PRESENT

Kelly Bisson, Copple Crown Village District Representative
Peter Varney, Fire Chief
Bill Meyer, Chair, Library Trustee
Caitlin Frost, Library Director
Cathy Orlowicz, resident
Kathleen Blaney, Interim Finance Manager
Marc DeCoff, resident
Rudy Rosiello, resident

CALL TO ORDER

Chair Jarvis called the meeting to order at 7:00PM.

AGENDA REVIEW

No changes were made to the agenda.

NEW BUSINESS

Update on Fire Department Coverage and Compensation

Chair Jarvis summarized discussions with the Fire Chief at previous Budget Committee meetings; she stated the Fire Department presented a proposal for coverage and the Board of Selectmen approved a \$5/per hour raise across the department in December 2021. Chair Jarvis stated the Fire Chief indicated at that time the coverage could be done, starting the new schedule around July and hire additional part time and full time Fire/EMS without needing an increase in the budget.

Ellen Phillips joined the meeting at 7:02PM.

Fire Chief Varney presented a breakdown of the FY 22 Fire Department budget for review by the committee. He explained how the breakdown of hours for coverage was calculated; he stated there are twelve different steps for determining pay for who shows up for calls. He stated overall there is a \$6,000 increase over 2021 budget. The Committee reviewed the account line balances to date; it was noted the compensation line has 56% remaining. The only line which is over

budget is the telephone/internet line; Fire Chief Varney noted that line is out of his control and paid through Town Hall. Chair Jarvis noted the line has consistently been overrun and suggested reevaluating the budget requested for this line for the FY23 budget.

Ms. Veisel asked what the impact would be of having 8 hour shifts during the week. Fire Chief Varney explained they calculated the yearly estimate based on 52 weeks, filtering out the busiest days. Mr. Swenson noted there are also busier months through the year. Fire Chief Varney stated there are so many open full-time positions, he needs to do per diem; he stated if they get young employees, they would have to send them to school. He stated Fire Departments are having the same problem across the country with attracting new employees in this field. He also explained the changes that are occurring within the profession with regard to equipment and techniques. It was noted the funds for Engine 1 repairs to the pump were encumbered from last year.

Mr. Wessel asked about required maintenance and personal protective equipment; he noted there have been no expenditures to date. Fire Chief Varney stated the personal protective equipment line is used when a new member of the department comes back from the fire academy; he stated he also tries to keep the maintenance funds until the end of the year for repairs and replacement.

Plan for Library to reimburse the Town for FY 2021 over expenditure

Chair Jarvis stated at the end of the year review, the library account was over-expended; research has been done since then and the Finance Manager, Anina Soucy, confirmed approximately \$7,000 was spent on a capital activity by the Library Trustees. The trustees expected the expense for the heating system to be paid from the expendable trust fund but all funds were paid from the library operational budget.

Caitlin Frost, Library Director, stated she has been working to clear this up since she started in September 2021; she stated she discussed this with the Board of Selectmen in December and stated the approval for the furnace expenditure was for it to be paid through a trust fund and not the library's capital reserve funds Ms. Frost explained they also discussed a flooring project at the same time and when the Trustees of the Library realized the CRF funds would not be used for the heating system, they decided to go ahead with the flooring project. This was also discussed with the Town Administrator to clarify the funds would not come from the library's operating budget or CRF. Chair Jarvis asked if there was a Trustee of the Trust Funds meeting in December or January; the meeting schedule was reviewed. The Budget Committee attempted to verify the December discussion; however, minutes of the December meeting were not available. After discussion, it was agreed that additional documentation is needed before the issue can be resolved. ‘

The Committee reviewed the library budget for the first quarter of 2022. Chair Jarvis noted the line for substitutes is expended 83%. Ms. Frost stated she was out in March for medical reasons so they had to hire a substitute to fill in for her; she does not expect the need to continue expending that line. Chair Jarvis noted they just need to be sure they don't over-expend the bottom line of the budget. Ms. Frost stated she doesn't receive a phone bill either and there was discussion that it would be helpful for all the departments to see the monthly break down of line items paid directly by Town Hall staff such as telephone, internet, fuel, heating, etc.

Update on Funding for BI/CEO FT Position and Salary increase

No update.

First Quarter FY 2022 Budget Review

The Committee reviewed the first quarter budget expenses and revenues. Chair Jarvis stated she is concerned about the health and dental lines as well as the workers compensation and unemployment line although most of the lines are above 50%. She questioned why these accounts are consistently over-expended. It was noted there are funds to cover changes in plans. Mr. Swenson explained last year they started getting updates from the insurance company throughout the year. Chair Jarvis stated regular updates would be helpful.

Mr. Bickford left the meeting at 8:14PM.

Chair Jarvis noted Town Administrator Zoltko has started having departments do quarterly budget reports to show any deviations from the budget as well as the status of capital expenditures. Reports were part of the documents provided to Committee Members.

Chair Jarvis asked if federal and state election ballots are paid for by the Town. Ms. Blaney stated the Town does not pay for those.

It was noted the line for Town Hall lawn maintenance is overspent already; Chair Jarvis asked this to be looked into. She asked Interim Finance Manager Blaney to follow up on the comments noted with account 4210.

Mr. Bickford rejoined the meeting at 8:34PM.

The committee reviewed the revenues for the first quarter. There was discussion about the contracted accounting services and whether the committee would like to request a review of the finance reports.

Chair Jarvis made a motion that when the CPA completes the requested work, the Budget Committee be provided with a copy of the report. Mr. Fanjoy seconded the motion. Roll Call Vote: Mr. Fanjoy – aye; Ms. Veisel- aye; Ms. Phillips – aye; Mr. Bickford -aye; Mr. Swenson -aye; Mr. Wessel – aye; Chair Jarvis – aye. Motion passed, 7-0-0. Ms. Bisson did not vote as she has not officially completed her issued oath of office.

Scheduling of Second Quarter Review

The committee discussed information being requested through Right-to-Know. It was agreed to make a formal request from the committee.

Chair Jarvis made a motion that at the second quarter review meeting, the Budget Committee be provided with a report on the wage increases and associated items such as benefits, retirements, other costs, workers' compensation so the committee can determine if there will be budgetary impacts and whether account 4150 will have sufficient funds to cover the increases . Mr. Swenson seconded the motion. Roll Call Vote: Mr. Fanjoy – aye; Ms. Veisel- aye; Ms. Phillips – aye; Mr. Bickford -aye; Mr. Swenson -aye; Mr. Wessel – aye; Chair Jarvis – aye;. Motion passed, 7-0-0. Ms. Bisson did not vote as she has not officially completed her issued oath of office.

125 **APPROVAL OF MINUTES**

126 Meeting of March 23, 2022 - Edits were made. **Ms. Phillips made a motion to approve the**
127 **minutes as amended. Mr. Fanjoy seconded the motion. Roll Call Vote: Mr. Fanjoy – aye;**
128 **Ms. Veisel- aye; Ms. Phillips – aye; Mr. Bickford -aye; Mr. Swenson -abstain; Mr. Wessel –**
129 **abstain; Chair Jarvis – aye. Motion passed, 5-0-2. Ms. Bisson did not vote as she has not**
130 **officially completed her issued oath of office.**

131 Meeting of April 4, 2022 - Edits were made. **Mr. Wessel made a motion to approve the**
132 **minutes as amended. Ms. Phillips seconded the motion. Roll Call Vote: Mr. Fanjoy – aye;**
133 **Ms. Veisel- aye; Ms. Phillips – aye; Mr. Bickford -abstain; Mr. Swenson -aye; Mr. Wessel –**
134 **abstain; Chair Jarvis – aye. Motion passed, 6-0-1. Ms. Bisson did not vote as she has not**
135 **officially completed her issued oath of office.**

136 **NEXT MEETING**

137 August 17, 2022, 7:00PM, New Durham Town Hall

138 **Mr. Bickford made a motion to adjourn. Ms. Bisson seconded the motion. Roll Call Vote:**
139 **Mr. Fanjoy – aye; Ms. Veisel- aye; Ms. Phillips – aye; Mr. Bickford -aye; Mr. Swenson -**
140 **aye; Mr. Wessel – aye; Chair Jarvis – aye. Motion passed, 7-0-0. Ms. Bisson did not vote as**
141 **she has not officially completed her issued oath of office.**

142 The meeting was adjourned at 9:38PM.

143 Respectfully Submitted,

144 *Jennifer Riel*

145 Jennifer Riel, Recording Secretary