

**NEW DURHAM BUDGET COMMITTEE  
New Durham Town Hall  
February 28, 2018, 7:00pm**

**Final Approved 5-16-18**

**Present:**

Cathy Orlowicz, Chair  
Terry Jarvis, vice chair  
David Shagoury  
Ellen Phillips  
Joan Swenson – excused absence  
David Swenson - excused absence  
Mark Sullivan – excused absence

**Also Present:**

Scott Kinmond, Town Administrator  
Anina Soucy, Finance Manager  
Kenneth Fanjoy, resident

Chair Orlowicz called the meeting to order at 7:00pm.

**Approval of Minutes**

Meeting of January 3, 2018 – Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Ms. Phillips seconded the motion. Motion passed, 4-0-0.**

Meeting of January 10, 2018 – Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Mr. Shagoury seconded the motion. Motion passed, 4-0-0.**

**Fourth Quarter 2017 Review**

A report compiled by Town Administrator Kinmond for the year-end department and account balances was reviewed and discussed.

Town Administrator Kinmond explained the year-end amount remaining in the 2017 budget was 2.78% (\$85,000) and this has been reviewed and agreed upon by the auditors. He stated there would be approximately \$1.3 million dollar fund balance at the end of the year, and is confident the funds will be utilized by the Board of Selectmen to balance the municipal side of the budget when the time comes for setting the tax rate. Ms. Phillips confirmed this action by the Board of Selectmen would make the tax rate remain stable. Town Administrator Kinmond explained the variances in projected revenues which can affect how the fund balance is applied. Ms. Jarvis explained how the application of the fund to the tax rates is also affected by needing to maintain the balance in the unexpended funds as well and they have to remain in the DRA recommend rates. There was discussion of instances where unanticipated expenses were funded by this fund as well. Town Administrator Kinmond explained the tax rate is typically set in October and must

*New Durham Budget Committee Meeting  
February 28, 2018*

be done prior to the second tax billing. Town Administrator Kinmond explained the remaining account balances and how funds are handled.

**Copple Crown Village District Budget Form**

Chair Orlowicz asked Town Administrator Kinmond if they are required to post a public hearing for review of this. Town Administrator Kinmond replied he would check but noted the District has their own public and town meetings, with no governance by the Town. He stated the budget does not indicate it's a draft so it's likely the approved budget submitted to NH Department of Revenue. The committee discussed some questions for submission by Town Administrator Kinmond to the District Commissioners.

**2018 Budget Quarterly Review Schedule**

First Quarter Review – May 16, 2018, 7:00pm.

**Adjourn**

**Ms. Jarvis made a motion to adjourn. Ms. Phillips seconded the motion. Motion passed, 4-0-0.**

The meeting was adjourned at 8:26pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary