

**NEW DURHAM BUDGET COMMITTEE**

**New Durham Town Hall**

**March 30, 2018, 2:00pm**

**Final Approved 5-16-18**

**Present:**

Cathy Orlowicz, Chair

Terry Jarvis, vice chair

Ellen Phillips

Joan Swenson

David Swenson, Board of Selectmen representative

Ken Fanjoy

Mark Sullivan – present via telephone

**Also Present:**

Scott Kinmond, Town Administrator

Cindy Wheeler, resident/Copple Crown Village District Treasurer

Bruce Wheeler, resident

**Call to Order**

Chair Orlowicz called the meeting to order at 2:01pm.

Mr. Sullivan stated he is out of town and cannot be present. He confirmed there is no one present in the room with him.

**Proposed MS-737 – Copple Crown Village District**

The Board reviewed the proposed MS-737 for the Copple Crown Village District. A copy of the warrant was also distributed and reviewed. Town Administrator Kinmond confirmed the forms were submitted by the Commission's Treasurer however he does not have copies of the meeting minutes to confirm they voted to approve. He explained none of the commissioners were available to be present for this meeting.

Ms. Swenson asked why this budget didn't flow through the same time as the other Town budgets and asked for explanation of the procedural process. Chair Orlowicz replied the district is on a different timeline schedule as the District Meeting is in April and the Town Meeting is in March. Ms. Jarvis stated she is concerned about the budget not coming forward sooner as they are made aware of budget committee meetings and she is also concerned that no representatives have been present for the review meeting. Town Administrator Kinmond explained the district is not SB2 so there are different timelines but it comes down to the leadership and stated he along with other Town officials have offered assistance and guidance through the process as necessary. Town Administrator Kinmond explained the accounting processes used by the District. He also explained the review by the New Hampshire Department of Revenue.

The Board reviewed and discussed the proposed budget line by line.

Mr. Swenson stated he would like to see justification for the \$13,000 increase in the plowing from last year to this year. Town Administrator Kinmond explained the person who does the plowing is paid through payroll but it should be under roads/highways. However, it is still unclear because the highway/road line is also increased. Chair Orlowicz explained the justification for the increase is noted as being for road improvements.

Ms. Phillips stated she is not in favor of signing this, in light of it being the last day to do so and they don't have time to ask questions.

Ms. Swenson asked if the Village District is considered a Town department and what is the budget committee's role regarding the District whether as oversight and the Town's liability.

Town Administrator Kinmond explained in cases where there are Village Districts, the districts are responsible for administration, oversight and government for the district. The Town Budget Committee ultimately oversees the budget portion along with authority to say "no" to certain items in the budgets; the District's meeting can still vote to override the Budget Committee's decisions. Town Administrator Kinmond explained the legislative body ultimately has the final say on the budget and in this case, the Village District. Mr. Sullivan asked if they have the option of abstaining from approving/signing the budget. Ms. Jarvis explained the budget can be put on the warrant with or without the recommendation of the Budget Committee. Mr. Swenson explained the State of NH requires the signature of the Budget Committee but that doesn't mean they are approving it. He suggested contacting DRA along with a formal motion requesting the District align their submissions with the Town's timeline. Ms. Jarvis suggested making that statement directly on the budget. Town Administrator Kinmond suggested acknowledging receipt, noting they are not necessarily recommending. The committee discussed the lack of communication between the District and the committee.

Cindy Wheeler, Village District Treasurer, joined the meeting at 2:40pm.

Chair Orlowicz explained the prior discussion regarding the lack of communications between the District and the Town.

Ms. Wheeler explained the work she has done recently to try to revise and clean up the accounting for the District. She also explained the calculations and instructions given to her with preparing the accounting and budget documents.

The committee continued to review and discuss the line items with Ms. Wheeler. Ms. Wheeler explained the rationale for the increases in plowing, stating the individual is being accounted as an employee but hopes to change to 1099 next year.

Mr. Swenson explained the timeline schedule and process for the Budget Committee to review the budgets and stated they would like to have the District budget available for review at an earlier date. Chair Orlowicz stated it is also important for a representative from the District Commission present when it is reviewed.

Ms. Wheeler stated the roads account is increased this year because the road bond is paid off and they are planning to do some additional work this year.

There was further discussion of the proposed budget for the District.

**Ms. Jarvis made a motion to recommend the proposed 2018 Operating Budget of Copple Crown Village District in the amount of \$110,300, recognizing that taxes to be raised through taxation is \$88,200. Ms. Swenson seconded the motion.**

Reason for the difference between \$110,300 vs. \$88,200 is other revenue sources, other than taxation for Copple Crown.

**Ms. Phillips made a motion to insert “estimated taxes to be raised”. Mr. Swenson seconded the motion. Roll Call: Ms. Jarvis – Aye; Ms. Phillips – Aye; Ms. Swenson – Aye; Mr. Sullivan – Aye; Mr. Swenson – Aye; Mr. Fanjoy – Aye; Chair Orlowicz – Aye. Amendment passed, 7-0-0.**

**Roll Call: Ms. Jarvis – Aye; Ms. Phillips – Aye; Ms. Swenson – Aye; Mr. Sullivan – Aye; Mr. Swenson – Aye; Mr. Fanjoy – Aye; Chair Orlowicz – Aye. Amended Motion passed, 7-0-0.**

#### **Upcoming Meetings**

May 16, 2018 – Quarterly Budget Review

#### **Budget Committee Officers**

**Ms. Jarvis made a motion to nominate Ms. Orlowicz as chair of the Budget Committee for another year. Ms. Phillips seconded the motion. Roll Call: Ms. Jarvis – Aye; Ms. Phillips – Aye; Ms. Swenson – Aye; Mr. Sullivan – Aye; Mr. Swenson – Aye; Mr. Fanjoy – Aye; Chair Orlowicz – abstained. Motion passed, 6-0-1.**

**Ms. Phillips made a motion to nominate Ms. Jarvis as vice-chair of the Budget Committee for another year. Ms. Phillips seconded the motion. Roll Call: Ms. Jarvis – abstained; Ms. Phillips – Aye; Ms. Swenson – Aye; Mr. Sullivan – Aye; Mr. Swenson – Aye; Mr. Fanjoy – Aye; Chair Orlowicz – Aye. Motion passed, 6-0-1.**

#### **Adjourn**

**Mr. Swenson made a motion to adjourn. Ms. Phillips seconded the motion. Roll Call: Ms. Jarvis – Aye; Ms. Phillips – Aye; Ms. Swenson – Aye; Mr. Sullivan – Aye; Mr. Swenson – Aye; Mr. Fanjoy – Aye; Chair Orlowicz – Aye. Motion passed, 7-0-0.**

The meeting was adjourned at 3:25pm.

Respectfully Submitted, Jennifer Riel, Recording Secretary