

**NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
November 7, 2018, 6:30pm**

Final Approved 12-12-18

Present:

Cathy Orlowicz, Chair
Terry Jarvis, vice chair
Kenneth Fanjoy
Mark Sullivan
Joan Swenson
Ellen Phillips
David Swenson, Board of Selectmen representative

Also Present:

Scott Kinmond, Town Administrator
Anina Soucy, Finance Manager
Don Vachon, Director of Public Works Department/Road Agent
Karen Kehoe, Administrative Assistant, Public Works Department
Nicole Hunter, Director of Parks and Recreation
Cathy Allyn, Librarian

Call to Order

Chair Orlowicz called the meeting to order at 6:31pm.

Approval of Minutes

Meeting of October 24, 2018 – Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 5-0-0.**

Mr. Sullivan joined the meeting.

2019 Budget Review

Account 4312 – Highways and Streets

Chair Orlowicz stated the 2019 budget amount requested by the department is \$878,757; the Board of Selectmen approved the amount of \$878,757. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Town Administrator Kinmond explained the change in personnel, which is reflected in the line for a part time position, noting different individuals within the department will be covering the duties as needed. There is currently a part time position open and advertised. Mr. Vachon explained the costs of roadside mowing, noting the rental equipment was not available to do it this year and there was explanation of the potential for increase in costs if a different vendor is needed next year.

Ms. Jarvis made a motion to approve account 4312, Highways and Streets, in the amount of \$878,757. Mr. Fanjoy seconded the motion. Motion passed, 5-0-0.

Ms. Phillips joined the meeting.

Account 4324 – Solid Waste

Chair Orlowicz stated the 2019 budget amount requested by the department is \$249,056; the Board of Selectmen approved the amount of \$247,550. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Town Administrator Kinmond explained the calculations for the disposal and hauling fees, along with the projected amounts for next year, which is expected to be about the same as this year. He noted the Board of Selectmen have not made a decision yet about extending the contract for the commodities hauling. There was discussion about the part time positions as the figures only reflect one position but there needs to be two. The appropriate funding was discussed and needs to be recalculated in the total budget request. There was also discussion of the disposal costs and the committee concurred additional funds should be added to the line for disposal. It was agreed to review this account further, at the next meeting.

Account 4520 – Parks and Recreation

Chair Orlowicz stated the 2019 budget amount requested by the department is \$69,435; the Board of Selectmen approved the amount of \$69,435. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Ms. Hunter stated she would like to request an amendment to the original proposal for the addition of a 15 hour per week, at \$15.00 per hour position for an administrative assistant. The committee reviewed and discussed the justification presented for the proposal. Ms. Hunter explained the functions and responsibilities of the position, along with the benefits it would bring to the department. Ms. Hunter was asked if additional hours for the Director had been considered, or was there availability of an existing PT employee? She responded that increasing her hours would change her employment status to full time, and she wasn't interested with increasing her hours. No other resource is available from within the department. The committee reviewed and discussed the remaining budget lines. The committee asked the Director to provide evidence to support how it is known what programming the community desires and expects. It was agreed to review this account further, at the next meeting.

Account 4550 - Library

Chair Orlowicz stated the 2019 budget amount requested by the department is \$132,122; the Board of Selectmen approved the amount of \$132,122. The committee reviewed the budget request along with the 2018 budget and expenditures to date. It was noted the line for contract mowing has not been expended year-to-date, with those services now being done by the Highway Department. Ms. Allyn explained some of the figures are calculated by Town Hall and she doesn't have anything to do with those lines. Ms. Allyn shared the Library 2019 operating Budget request, including a request to increase all employees rate of pay by 3%, due to their rate of pay consistently at the lower end of the wage study. She used the projected COLA rates as her basis for the increase. The Committee asked the Library Director to provide the study, used for comparison of employee rate of pay with other like libraries.

Account 4194 – General Government Buildings

Chair Orlowicz stated the 2019 budget amount requested by the department is \$33,324; the Board of Selectmen approved the amount of \$24,624. Mr. Swenson explained the Board of Selectmen made no changes to the department request other than to move some operational costs in to a CRF “Capital Improvement Fund”. The committee reviewed the budget request along with the 2018 budget and expenditures to date.

Ms. Jarvis made a motion to approve account 4194, General Government Building, in the amount of \$24,624. Mr. Sullivan seconded the motion. Motion passed, 7-0-0.

Account 4195 – Cemeteries

Chair Orlowicz stated the 2019 budget amount requested by the department of \$3,490; the Board of Selectmen approved the amount of \$3,490. The committee reviewed the budget request along with the 2018 budget and expenditures to date. The 2018 supply line has not been expended and the question was asked about the 2019 increase. It was explained the mowing was handled by the highway department. By consensus of the committee, it was agreed to reduce the budget request for 2019 by \$500.00. This reduction reflects the 2019 O.B. request per the Board of Selectman, to 2,990.00.

Ms. Jarvis made a motion to approve account 4195, Cemeteries, in the amount of \$2,990. Ms. Swenson seconded the motion. Motion passed, 7-0-0.

Account 4199 – Other General Government

Chair Orlowicz stated the 2019 budget amount requested by the department is \$24,601; the Board of Selectmen approved the amount of \$9,601. Mr. Swenson explained the Board of Selectmen made no changes to the department request other than to move some operational costs in to a CRF. The committee reviewed the budget request along with the 2018 budget and expenditures to date. It was noted the water testing is missing from the listing of requests, \$2,000 for water testing phosphorus & Chlorophyll, 6 ponds, 2 times should be included.

Mr. Sullivan made a motion to approve account 4199, Other General Government, in the amount of \$9,601. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

Future Meetings

November 15, 2018, 7:00pm – New Durham Town Hall

Adjourn

Mr. Swenson made a motion to adjourn. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

The meeting was adjourned at 9:11pm.

Respectfully Submitted,

New Durham Budget Committee
November 7, 2018

Jennifer Riel, Recording Secretary