

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

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

Scot Kinmond, Town Administrator
Anina Soucy, Finance Manager
Jaymie Chagnon, Strafford Meals on Wheels
Kerry Landry, Cornerstone VNA
Nicole Hunter, Parks and Recreation Director
Cathy Allyn, Library Director

Call to Order

Chair Orlowicz called the meeting to order at 7:00pm. She noted there was a discrepancy in the start time for the meeting with some notices indicating 6:30 and others for 7:00.

2019 Budget Review

Account 4415 – Other Agencies

Town Administrator Kinmond noted he contacted the Kingswood Youth Center and no representatives were able to be present for the meeting but documentation of the program's finances. He stated he also contacted the Homemakers of Strafford County but that is now Easter Seals and its unclear how the organization is now moving forward with towns; he explained he contacted only the organizations which had contacted the Town for funding, noting the Board of Selectmen did not approve funding for the Strafford County Homeless.

Jaymie Chagnon, Strafford Meals on Wheels, thanked the Committee for the support last year. She explained that state and federal funding only covers about 65% of the cost of meals and appreciates the continued support from the community. Ms. Chagnon also explained that services are provided to the local communities, noting the budget has been able to expand to three meals a day for New Durham residents.

Kerry Landry, Cornerstone VNA, distributed copies of the organization's annual report as well as a summary of services provided to the local community, particularly home-bound residents. She stated they provided approximately 1,060 visits to New Durham

residents in 2018. Ms. Landry explained they have differ from other social agencies in that they provide nursing services from pediatric to geriatric needs. She also explained the funding provided by 11 various communities they serve.

The Board discussed the lack of an in-take being done last year from Strafford County Homeless Shelter. Town Administrator Kinmond explained he discussed this with Ms. Zuzgo and it was confirmed there were some applications and that if the Town makes contributions to the organizations, any applicants from the Town would be accepted to the programs. However, preference is given to residents of contributing towns. The committee agreed with not funding the organization which is no longer and agreed that the money allocated to the Homemakers of Strafford County to the Homeless Center of Strafford County; there was also discussion of the value to the Town with funding these organizations.

Ms. Jarvis stated she is on the board of directors for the Community Action Program of Strafford County and abstained from the vote. She also explained some changes in funding to the CAP of Strafford County organization from the state and the services provided including fuel assistance and food pantry supplies.

Mr. Sullivan made a motion to approve account 4415, Other Agencies, in the amount of \$7,546, including the aforementioned discussion of moving the \$500 from one line item to the Homemakers of Strafford County. Ms. Phillips seconded the motion. Motion passed, 6-0-1 Ms. Jarvis Abstained.

Account 4520 - Recreation

The committee reviewed the budget request along with the 2018 budget and expenditures to date. The committee also reviewed a proposed job description for a position that was recently proposed. It was noted there were also changes made to the budget request.

Mr. Swenson stated the Board of Selectmen has received no inputs to make any determinations on the changes submitted.

Nicole Hunter, Parks and Recreation Director, stated they would like to request an additional support position, 15 hours per week, year-round and stated she went over the budget to see how it could work. She explained she reduced her hours to have the hours shifted to a PT assistant at a lower rate of pay and it would allow her to cut back on the hours she is putting in now, that are unpaid. The committee reviewed the proposal and budget lines; Town Administrator Kinmond noted there was an increase in the telephone line. The Committee tabled it until the Select Board can review the revisions.

Account 4550 - Library

The committee reviewed the budget request along with the 2018 budget and expenditures. It was noted the Board of Selectmen approved the requested budget amount. Chair Orlowicz explained at the last meeting they asked Ms. Allyn to give evidence of the statement of the supporting documents, indicating there is imbalance in the pay scale between Town departments, and a 3% pay raise was proposed for Library employees.

This was submitted and reviewed with extensive discussion about the salaries. It was confirmed the Library Trustees set the wages but the total budget has to be approved by the committee and Board of Selectmen. Ms. Allyn explained documentation was requested for justification of the overall budget. She also explained the data gathered from other libraries, indicating that the wages are lower than other local libraries. The committee reviewed and discussed the wage increase along with the budget expenditures, year-to-date. There was also discussion of the authority of the Trustees in establishing wages as well as managing the funds. It was noted there is a significant amount of money left at the end of the year this year as well as in past year; it was suggested the monies could be allocated to salaries by the Trustees. The committee concurred to level-fund the account and the department should be able to do everything that have been doing as well as adjust the pay scale as they have proposed. The Budget Committee questioned the need for a budget increase in light of the library budget having funds left over at the end of each fiscal year.

Ms. Swenson made a motion to approve account 4550, Library, in the amount of \$129,756. Chair Orlowicz seconded the motion. Motion passed, 6-1-0.

Account 4901-4909 – Capital Reserve Funds

Mr. Swenson gave a summary of the 2019 capital projects, including the funding approved by the Board of Selectmen and tax rate impacts. This was reviewed and discussed by the committee.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Highway Equipment CRF, the amount requested was \$31,520 and the Board of Selectmen approved \$25,000. Town Administrator Kinmond stated the funding is for buying a backhoe as well as replacing the 12-ton trailer as presented to the CIP Committee.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Highway Truck CRF, was \$92,000 and the Board of Selectmen approved \$65,000. Mr. Swenson stated the CRF account already has a balance and the Board of Selectmen chose to reduce the funding.

Chair Orlowicz stated the 2019 budget amount by CIP requested for the Library Facilities CRF, was \$500 and the Board of Selectmen approved \$0.

Chair Orlowicz stated the 2019 budget amount requested for the Library Technology CRF, was \$500 and the Board of Selectmen approved \$500.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Town Vehicle and Equipment CRF, was \$35,000 and the Board of Selectmen approved \$20,000. Ms. Jarvis explained these funds are for unexpected maintenance costs such as engines, transmissions, etc.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Solid Waste CRF, was \$0 and the Board of Selectmen approved \$0.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Solid Waste Facility CRF, was \$100,000 and the Board of Selectmen approved \$45,000. Mr. Swenson explained a majority of the Board of Selectmen would like to move forward with putting in a scale at the Solid Waste Facility.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Police Cruiser CRF, was \$24,000 and the Board of Selectmen approved \$14,000. Mr. Swenson explained the rationale by the Board of Selectmen was there was already a balance in the CRF and it would be sufficient for the scheduled replacements.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Smith Ballfields and Equipment CRF, was \$20,000 and the Board of Selectmen approved \$10,000. Ms. Jarvis explained the necessary upgrades including guardrails.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the 1772 Meetinghouse CRF, was \$100,000 and the Board of Selectmen approved \$5,000. Ms. Jarvis stated the committee originally requested more but the request was amended. Mr. Swenson stated there is currently \$56,000 in the fund and the Board of Selectmen believes it may be appropriate to separate this CRF as a warrant article to allow voters to make a decision on going forward with funding.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Dry Hydrants CRF, was \$2000 and the Board of Selectmen approved \$2000. It was noted there is one on Main Street needs to be done. Ms. Jarvis noted the Fire Chief has identified other areas that need dry hydrants as well.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Public Safety Facility CRF, was \$40,000 and the Board of Selectmen approved \$5,000. Ms. Jarvis noted the CIP initially requested \$275,000 with \$250,000 of that for the Fire Department. Mr. Swenson stated a majority of the Board of Selectmen felt there was an adequate balance in the fund as the recommended space and facility review study and didn't want to go forward with further funding of this account. Mr. Swenson stated there are still some needs for facilities. Ms. Jarvis explained some of the things that need to be done to reduce firefighter exposure to carcinogens, in the current facility.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Roads CRF, was \$2500 and the Board of Selectmen approved \$2500.

By consensus, the committee agreed to review and take action at the next meeting.

Future Meeting

December 12, 2018, 6:30pm, New Durham Town Hall

Account 4915-4916 –Expendable Trust Funds

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Accrued Benefit Liability ETF is \$20,000; the Board of Selectmen approved the amount is \$20,000. Town Administrator Kinmond explained the current liability is \$65,000 if everyone retired today and explained the reduction anticipated with the changes in PTO- Paid time Off made by the Board of Selectmen for 2019.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Office Systems ETF was \$10,000 and the Board of Selectmen approved \$20,000. Mr. Swenson explained they are trying to build the fund back up. Town Administrator Kinmond explained its for a current RFP for software.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Records ETF, was \$0 and the Board of Selectmen approved \$0. Town Administrator Kinmond explained the current balance is \$10,000 and they are working on digitizing records as well as upgrading a program for records management.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Town Buildings Improvements ETF, was \$70,000 and the Board of Selectmen approved \$75,000. Ms. Jarvis noted CIP originally requested a total of \$110,000, with it broken down with \$40,000 to the Public Safety Facility. Town Administrator Kinmond stated he put it in that way in case the \$40,000 ended up becoming a separate warrant article.

Chair Orlowicz stated the 2019 budget amount requested by CIP for the Dam Maintenance EFT, was \$35,000 and the Board of Selectmen approved \$30,000. Ms. Jarvis explained the reduction was due to the estimated year-end balance of the fund being \$5,000.

Anticipated Revenues and Tax Rate – Postponed.

Approval of Minutes

Meeting of November 7, 2018 – Postponed.

Meeting of November 15, 2018 – Postponed.

Adjourn

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

The meeting was adjourned at 9:26pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary