

**NEW DURHAM BUDGET COMMITTEE**

**New Durham Town Hall**

**May 16, 2018, 7:00pm**

*DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.*

**Present:**

Cathy Orlowicz, Chair

Terry Jarvis, vice chair

David Shagoury

Ellen Phillips

Joan Swenson

David Swenson

Mark Sullivan

**Also Present:**

Scott Kinmond, Town Administrator

Laura Zuzgo, Administrative Assistant

**Call to Order**

Chair Orlowicz called the meeting to order at 7:03pm.

**Approval of Minutes**

Meeting of February 28, 2018 – Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Ms. Phillips seconded the motion. Motion passed, 4-0-3.** Mr. Swenson, Ms. Swenson and Mr. Sullivan abstained as they were not present at the meeting.

Meeting of March 30, 2018 – Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Ms. Phillips seconded the motion. Motion passed, 7-0-0.**

**2018 First Quarter Budget Review**

Town Administrator Kinmond presented a summary along with explanations of the line item accounts that are expended more than 75% of their budgets. Details of accounts were also provided for review by the Committee. Town Administrator Kinmond gave an overview of the budget lines and explained some changes within departments and subsequent adjustments in the budgets. He explained there are some new hires within Town Hall which will offset other contracted services accounts. Town Administrator Kinmond also explained the winter season was tough on the budgets, particularly with the Highway Department.

The Committee reviewed each of the accounts in the budget review.

*New Durham Budget Committee*

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*DRAFT*

Chair Orlowicz questioned line 651 for the Fire Department Alarms, and noted none of the other buildings have had this line expended but the Fire Department line is nearly gone. Town Administrator Kinmond replied they are working to get new alarm systems in the buildings but that there is an annual fee for these which was charged to that account and the others are expected to be billed soon.

Chair Orlowicz asked Town Administrator Kinmond the plan for compensating the Highway budgets when expenses are higher than budgeted. Town Administrator Kinmond replied they have put in for contracted services which may have to help pay for other lines and explained how some expenses are paid out from other lines, as well as employees having been hired for some of the services. The committee discussed the expenses for rent assistance and contributions to the assistance and resource agencies. The committee reviewed the remaining accounts.

**Future Meetings**

Second Quarter Budget Review- August 8, 2018, 7:00pm, New Durham Town Hall

Joint Meeting with Board of Selectmen - September 10, 2018, 7:00pm, New Durham Town Hall

Third Quarter Budget Review- October 3, 2018, 7:00pm, New Durham Town Hall

**Adjourn**

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

The meeting was adjourned at 8:22pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary