

NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
October 10, 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
Kenneth Fanjoy
Mark Sullivan
Joan Swenson
Ellen Phillips
David Swenson, Board of Selectmen representative

Also Present:

Scott Kinmond, Town Administrator

Call to Order

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

Agenda Review

No changes were made to the agenda.

Approval of Minutes

Meeting of August 8, 2018 – Edits were made. **Mr. Sullivan made a motion to approve the minutes as amended. Ms. Swenson seconded the motion. Motion passed, 6-0-0.**

Meeting of September 26, 2018- Edits were made. **Ms. Phillips made a motion to approve the minutes as amended. Ms. Swenson seconded the motion. Motion passed, 6-0-0.**

Third Quarter 2018 Budget Review

Chair Orlowicz noted additional information was received today along with the Town Administrator's report regarding the third quarter of the 2018 budget.

The committee reviewed and discussed the report.

Town Administrator Kinmond stated they looked at departments with less than 25% remaining and these were highlighted and reviewed. He explained the expenditures carrying over from the first and second quarters, noting there were some staffing changes made in this quarter as well although the transfers have not been made yet. Town Administrator Kinmond explained the process of transferring the funds and how it is reflected in the respective budget lines, often with inflated figures. He also explained the

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changes with the contract assessor and how those changes are reflected in the budget along with merit raises; he noted he is working with the Finance Manager to figure out the correct account for reflecting the expenses incurred for the recent insurance claim. Town Administrator Kinmond explained the changes in the highway and solid waste department which they are still working through as well as increases in expenses. There was also discussion of the revenues to-date.

2019 Budget Review Meeting Schedule

The committee reviewed and discussed the upcoming meeting schedule, as well whether its necessary for department heads to be present during the discussions of their perspective accounts. Mr. Swenson suggested having the department heads for the larger accounts. The committee agreed to request some department heads to come to meetings, only as necessary; the committee also discussed the accounts to be reviewed at the meetings.

The following meeting schedule was tentatively set:

November 7, 2018, 6:30pm

November 14, 2018, 6:30pm

November 21, 2018, 6:30pm

November 28, 2018, 6:30pm

Adjourn

Mr. Swenson made a motion to adjourn. Mr. Sullivan seconded the motion. Motion passed, 6-0-0.

The meeting was adjourned at 8:31pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary