

NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
October 24, 2018, 6:30pm

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
Kenneth Fanjoy
Mark Sullivan
Joan Swenson
Ellen Phillips
David Swenson, Board of Selectmen representative

Also Present:

Scott Kinmond, Town Administrator
Anina Soucy, Finance Manager

Call to Order

Chair Orlowicz called the meeting to order at 6:32pm.

Approval of Minutes

Meeting of October 10, 2018 – Edits were made. **Mr. Sullivan made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 6-0-1.**

2019 Budget Review

Mr. Swenson stated the Board of Selectmen have reviewed the respective accounts presented and explained the summary presented of requested and recommended amounts. The Committee reviewed the FY 2018 Board of Selectmen approved accounts. He stated the revenue side of the budget has been completed with about 1/3 of the CRF/ETF side completed.

2019 Operating Budget Review

Account 4130 – Executive Office

Chair Orlowicz stated the 2019 budget amount requested by the department is \$204,707; the Board of Selectmen approved the amount is \$204,707. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Town Administrator Kinmond explained the calculations of the salary lines, as well as some changes which have resulted in savings in the printing and media lines. There was also discussion of line items in the 2018 budget which will continue to be expended through the end of the year.

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Chair Orlowicz stated the Ethics Committee budget has always been funded with an amount for training, not been expended and asked if that would continue. Town Administrator Kinmond replied there was an expenditure this year for training and anticipates further training next year. It was noted the Ethics Committee has two new members who will likely be seeking training next year.

Ms. Jarvis made a motion to approve account 4130, Executive Office, in the amount of \$204,707. Mr. Fanjoy seconded the motion. Motion passed, 7-0-0.

Account 4140 – Town Clerk

Chair Orlowicz stated the 2019 budget amount requested by the department is \$107,708; the Board of Selectmen approved the amount is \$107,708. The committee reviewed the budget request along with the 2018 budget and expenditures to date.

Ms. Swenson made a motion to approve account 4140, Town Clerk, in the amount of \$107,708. Mr. Sullivan seconded the motion. Motion passed, 7-0-0.

Account 4150 – Financial Administration

Chair Orlowicz stated the 2019 budget amount requested by the department is \$133,393; the Board of Selectmen approved the amount is \$133,393. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Ms. Swenson questioned the increase in line 4580. Town Administrator Kinmond explained the line is for attendance human resource, budget and finance training as well as finance officer membership. Ms. Jarvis questioned the expenditure of line 4622. Town Administrator Kinmond replied the BMSI Assessing software had an upgrade and noted the following lines would also be affected if changes are made with software. It was noted the line for mileage was added, along with an increase in the line for training. Mr. Swenson explained that about 25% of the increase noted for 2018 was due to transitioning from contract services to a full time position.

Mr. Fanjoy made a motion to approve account 4150, Financial Administration, in the amount of \$133,393. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

Account 4152 - Assessing

Chair Orlowicz stated the 2019 budget amount requested by the department is \$102,858; the Board of Selectmen approved the amount is \$91,843. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Mr. Swenson explained the difference in the amounts and noted they are considering changing software throughout Town Hall and a majority of that expense will come from a CRF. He stated there was a significant change in line 340 as the CRF was eliminated by voters at on the Town Warrant of 2018.

Ms Swenson made a motion to approve account 4152, Assessing, in the amount of \$91,843. Ms. Phillips seconded the motion. Motion passed, 7-0-0.

Account 4153 - Legal

Chair Orlowicz stated the 2019 budget amount requested by the department is \$15,000; the Board of Selectmen approved the amount is \$15,000. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Town Administrator Kinmond stated that based on the recent history of using the new Town Counsel, the amount was reduced for 2019.

Ms. Jarvis made a motion to approve account 4153, Legal Expense, in the amount of \$15,000. Mr. Sullivan seconded the motion. Motion passed, 7-0-0.

Account 4191 – Planning Board

Chair Orlowicz stated the 2019 budget amount requested by the board is \$5,552; the Board of Selectmen approved the amount is \$5,252. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Mr. Swenson explained the reasoning the Board of Selectmen reduced the line for copying. It was noted the Planning Board anticipates increased activity as well as planned review of zoning and regulations, along with issues raised by the Building Inspector, requiring review.

Mr. Sullivan made a motion to approve account 4191, Planning Board, in the amount of \$5,252. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

Account 4192 – Zoning Board of Adjustment

Chair Orlowicz stated the 2019 budget amount requested by the department is \$1,351; the Board of Selectmen approved the amount is \$1,351. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Ms. Phillips questioned the line for advertising. Ms. Jarvis explained all cases that come before the board require advertising of public notices. She noted these costs are offset but fees paid by applicants but are shown on the revenue side.

Ms. Swenson made a motion to approve account 4192, Zoning Board of Adjustment, in the amount of \$1,351. Ms. Phillips seconded the motion. Motion passed, 7-0-1. Ms. Jarvis abstained.

Account 4196 - Insurance

Chair Orlowicz stated the 2019 budget amount requested by the department is \$54,250; the Board of Selectmen approved the amount is \$54,250. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Ms. Jarvis asked if the amount for property liability is the best estimate or the final figure. Town Administrator Kinmond replied it is the maximum amount and anticipates it being less as the company also provides workers' compensation and liability insurance so where one may go up, another may go down. It was noted the deductibles expended for 2018 was high. Town Administrator Kinmond explained there was a holding account for paying insurance claims and bills until Primex pays reimbursement, but they are still trying to find the appropriate account to charge.

Ms. Jarvis made a motion to approve account 4196, Insurance, in the amount of \$54,250. Mr. Sullivan seconded the motion. Motion passed, 7-0-0.

Account 4411 – Health Officer

Chair Orlowicz stated the 2019 budget amount requested by the department is \$2,379; the Board of Selectmen approved the amount is \$2,379. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Ms. Phillips questioned the balance remaining in the water testing line. Town Administrator Kinmond replied that will need to be checked as it may have been paid from another account.

Ms. Jarvis made a motion to approve account 4411, Health Officer, in the amount of \$2,379. Ms. Swenson seconded the motion. Motion passed, 7-0-0.

Account 4441- Welfare

Chair Orlowicz stated the 2019 budget amount requested by the department is \$17,002; the Board of Selectmen approved the amount is \$17,002. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Town Administrator Kinmond explained the increase in expenses due to homeless shelters being full; they have had to find more costly alternatives. He also explained the assistance provided to a family and individuals in 2018. Ms. Jarvis questioned if the increase from 2018 to 2019 is going to be sufficient, noting the current 2018 YTD expenditures and the winter and heating bills still haven't come in.

Ms. Swenson made a motion to approve account 4441, Welfare, in the amount of \$17,002. Ms. Phillips seconded the motion. Motion passed, 7-0-0.

Chair Orlowicz stepped down as chair for the discussion of the following account.

Account 4583 – Town Historian

Vice Chair Jarvis stated the 2019 budget amount requested by the department is \$500; the Board of Selectmen approved the amount is \$500. The committee reviewed the budget request along with the 2018 budget and expenditures to date. It was noted the main increase is in line 670 for historical files and binders. Ms. Orlowicz stated she has had to replace flags two years in a row, due to vandalism.

Ms. Phillips made a motion to approve account 4583, Town Historian, in the amount of \$500. Mr. Fanjoy seconded the motion. Motion passed, 6-0-1. Chair Orlowicz abstained.

Account 4612 – Conservation

Chair Orlowicz stated the 2019 budget amount requested by the department is \$1,795; the Board of Selectmen approved the amount is \$1,795. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Town Administrator Kinmond noted any unexpended funds are rolled over to the Conservation CRF.

Ms. Jarvis made a motion to approve account 4612, Conservation, in the amount of \$1,795. Ms. Swenson seconded the motion. Motion passed, 6-0-1. Mr. Sullivan abstained.

Account 4711- Principal Long Term Notes and Bonds

Chair Orlowicz stated the 2019 budget amount requested by the department is \$55,000; the Board of Selectmen approved the amount is \$55,000. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Mr. Swenson stated this and the following account are set and cannot really be changed.

Ms. Swenson made a motion to approve account 4711, Principal Long Term Notes and Bonds, in the amount of \$55,000. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

Account 4721 – Interest on Long Term Notes and Bonds

Chair Orlowicz stated the 2019 budget amount requested by the department is \$10,910; the Board of Selectmen approved the amount is \$10,932. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Mr. Swenson noted the difference was an error in calculations.

Mr. Sullivan made a motion to approve account 4721, Interest on Long Term Notes and Bonds, in the amount of \$10,932. Mr. Fanjoy seconded the motion. Motion passed, 7-0-0.

Account 4722 – Lease Payments

Chair Orlowicz stated the 2019 budget amount requested by the department is \$38,000; the Board of Selectmen approved the amount is \$38,000. The committee reviewed the budget request along with the 2018 budget and expenditures to date. Mr. Swenson explained this is for the Fire Department SCBAs as approved by warrant article in 2018.

Mr. Sullivan made a motion to approve account 4722, Lease Payments, in the amount of \$38,000. Ms. Phillips seconded the motion. Motion passed, 7-0-0.

Account 4723 – Interest on TAN

Chair Orlowicz stated the 2019 budget amount requested by the department is \$1; the Board of Selectmen approved the amount is \$1. The committee reviewed the budget request along with the 2018 budget and expenditures to date.

Ms. Swenson made a motion to approve account 4723, Interest on TAN, in the amount of \$1. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

The committee reviewed and discussed the accounts to be reviewed at the next meeting. The accounts to be reviewed include: 4312, Highway and Streets; 4324, Solid Waste; 4194, General Government Buildings; 4195, Cemeteries; 4199, General Government; 4520, Parks and Recreation; 4550, Library.

Future Meetings

November 7, 2018, 6:30pm, New Durham Town Hall
November 15, 2018, 7:00pm, New Durham Town Hall

New Durham Budget Committee Meeting

October 24, 2018

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November 28, 2018, 6:30pm, New Durham Town Hall

Adjourn

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

The meeting was adjourned at 8:15pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary