

**TOWN OF NEW DURHAM
BUDGET COMMITTEE MEETING**

August 17, 2022, 7:00P.M.

New Durham Town Hall, New Durham, NH 03855

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

Terry Jarvis, Chair, Budget Committee
Dot Veisel, Board of Selectmen Representative
Ken Fanjoy, Budget Committee Member
David Bickford, Budget Committee Member
David Swenson, Budget Committee Member
David Wessel, Budget Committee Member
Ellen Phillips, Budget Committee Member

ALSO PRESENT

Kelly Bisson, Copple Crown Village District Representative
Nicole Zoltko, Town Administrator
Kathleen Blaney, Finance Manager
Cathy Orlowicz, Resident
Rudy Rosiello, Resident

CALL TO ORDER

Chair Jarvis called the meeting to order at 7:00PM.

AGENDA REVIEW

Chair Jarvis added discussion of the 2023 budget; meeting schedule; Library budget for FY 2022; fundraising questions.

Mr. Swenson added discussion of 2022 projections.

NEW BUSINESS

1. 2nd Quarter Review

Town Administrator Zoltko stated the Town Clerk has gone through the tax revenue reports but there is some information that hasn't been transposed between the Tax Collector's office and Finance Office budget software; she stated some areas of revenue was duplicated and others were not transferred. She stated they are working with BMSI to correct the information that was merged within the software. Town Administrator Zoltko stated some merges were duplicated during the months of February and March. She stated they are also working with the auditors and

certified public accountants; she stated she doesn't know when reports will be finalized but anticipates it will be available at the next quarterly budget meeting.

Kathleen Blaney, Finance Manager, explained they should have some idea of the revenue coming in by September 1 and will provide the information to the Committee for budget consideration.

The Board reviewed the budget accounts. Chair Jarvis noted the Executive account 4130 has 65% remaining. It was noted that assessing has \$1,000 remaining for REA salary. Ms. Blaney explained this is for use in the event that additional services are needed from the assessor. Town Administrator Zoltko stated it has not been needed yet as the services are being done within the contract. She explained for four months of the year, there was no assessing clerk. Chair Jarvis noted account 4192, Planning Board, is over budget in postage but the overall budget is at 80% expended. She noted the account for ZBA has some bills which haven't come in; she also explained there has been a drastic reduction in the number of cases, being 19 last year and only 9 this year. The committee discussed account 4194; Chair Jarvis noted the first quarter was overspent and asked for justification and it was agreed further information would be beneficial to know what this account is used for. It was noted the account 4195, grounds maintenance, was nearly doubled in the amount spent. Town Administrator Zoltko stated this is cataloged with time sheets and that is what is entered based on maintenance not just lawn maintenance. Chair Jarvis explained account 4200 is for COVID and GOPHER funds received from the government as well as ARPA funds. It was noted the DES/319 Grant is going to be reflected from the Highway Department. Chair Jarvis stated at the last review, there were concerns about the Fire Department account, line 630 and asked for the costs of testing for the trucks. There was discussion about the costs of fuel; Town Administrator Zoltko explained the budgeted amount was \$2.50 per gallon but the average cost this year has been \$4.06 per gallon. It was noted the line for solid waste monitoring is already over-spent. Chair Jarvis asked if the interest on long term notes and bonds are paid quarterly. It was confirmed it is. Town Administrator Zoltko explained the wages for the police department is only an estimate as they are in the middle of the hiring process for additional officers, and they don't know what the actual wages will be. She explained the wage summary is a working document as wages can be changed by the Board of Selectmen at their discretion.

2. Joint meeting with BOS date discussion

Chair Jarvis stated the meeting is scheduled for September 15, 2022, at 7:00PM, New Durham Town Hall.

3. Budget Preparation & Goals Discussion

Chair Jarvis suggested they spread the large departments over separate meetings; the committee agreed to keep meetings to 2.5 hours, beginning at 6:30PM, November 2, November 9, November 16 and November 21. Chair Jarvis stated she would like to get all the budget reviews done by December; she suggested November 30 as a make-up date for accounts that don't get done in the scheduled meetings. Chair Jarvis stated she would like to see more detail within the narratives. She stated she doesn't see a need for splitting out the utilities such as oil, telephone,

etc., and would like to go back to having those line items within account 4130, Other General Government Buildings. She stated a lot of time is spent trying to split apart the bills and designate to the appropriate departments. Mr. Bickford noted electric meters should each have a separate bill. Ms. Blaney explained how she breaks up the costs across the accounts.

Memorandum from Town of Middleton

Chair Jarvis shared a memorandum of July 28, 2022, from the Police Chief of Middleton in regard to developing steering committees within the Town of Middleton to look into the option of contracting services with the Strafford County Sheriffs Department or between Police Departments. Ms. Veisel stated she believes its worth looking into combining municipal services. Mr. Bickford stated he has been researching this a while and agrees with pursuing it. The group agreed that until action is taken by the Select Board, no further action should be taken by the Budget Committee.

APPROVAL OF MINUTES

Meeting of June 15, 2022 - Edits were made. **Mr. Fanjoy motioned to approve the minutes as amended. Ms. Phillips seconded the motion. Motion passed, 7-0-0.**

The meeting was adjourned at 9:34PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary