

**NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
August 2, 2017, 7:00pm**

Final Approved 10-11-17

Present

Cathy Orlowicz, chair
Joan Swenson
Mark Sullivan
David Shagoury
David Swenson
Terry Jarvis
Ellen Phillips, absent

Also Present:

Scott Kinmond, Town Administrator
Anina Soucy, Finance Assistant

Call to Order

Chair Orlowicz called the meeting to order at 7:10pm.

Approval of Minutes

May 3, 2017. Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Mr. Shagoury seconded the motion. Motion passed, 6-0-0.**

Second Quarter 2017 Budget Review

Town Administrator Kinmond provided a summary report of accounts that have been affected in the second quarter. There was discussion of the increase in expenditure for the assessing budget line and Town Administrator Kinmond explained this was necessitated with the change in the reevaluation process. There was discussion of the future costs and revelation process as well as how the changes in real-estate market will affect costs.

Chair Orlowicz asked about the potential revolving fund for revenues from police details and whether there are any restrictions on expenditure. Town Administrator Kinmond explained the potential uses and stated they would have to check with DRA.

Town Administrator Kinmond explained the building inspection position had a transition between employees and an increase in hours. He also noted the anticipated increase in expenditures for the Highway Department with preparation for the winter season. Town Administrator Kinmond also explained some unexpected expenditures such as the repair of the loader. Mr. Swenson stated he would like to see the details of these expenditures. There was discussion on how to go forward with managing costs of maintaining the equipment fleet.

Budget Committee Meeting

August 2, 2017

Town Administrator Kinmond explained the costs expended by the Conservation Commission which was unexpected, noting the budget for this line is very lean and doesn't leave much room for unanticipated expenses.

The revenue reports were reviewed and discussed. Mr. Swenson stated he would like to see further explanation on the disconnect with the total revenue numbers shown. Ms. Soucy explained the process of using the finance system and how she can track expenses and vendors. It was requested to find a way to see a year to date expense total for accounts.

There was discussion of changes or upgrades for providing live video of meetings.

Chair Orlowicz stated she had been in contact with a representative of Copple Crown Village District but information was not received in time for distribution and review.

Future Meetings

September 7, 2017, 6:30pm – Joint Meeting with Board of Selectmen

October 11, 2017, 7:00pm – Third Quarter Budget Review

Ms. Jarvis noted the following dates for the New Hampshire Municipal Association budget workshops: September 12, 2017, September 26, 2017 and November 12, 2017.

Adjourn

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

The meeting was adjourned at 9:00pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary