

New Durham Board of Selectmen & Budget Committee Meeting  
September 7, 2017

**NEW DURHAM BUDGET COMMITTEE**  
**New Durham Town Hall**  
**September 7, 2017, 6:00p.m.**

***Final Approved 10-11-17***

**Present**

Chair David Swenson  
Selectman Cecile Chase  
Selectman Rod Doherty

Present for Budget Committee Joint Session:  
Terry Jarvis, Vice Chair  
Joan Swenson, Member  
Mark Sullivan, Member

**Also Present (for 7 p.m. public session):**

Scott Kinmond, Town Administrator  
Dot Veisel, resident  
Kenneth Fanjoy, resident  
Joan Swenson, resident  
Myles Sennott, resident  
Clayton Randall, resident  
Sue Randall, resident  
Diane Esposito, resident  
Anthony Esposito, resident  
James Nicol, resident  
Robert Chase, resident  
Gayle Hardy, resident  
Ronald Nyen, resident  
David Bickford, resident

**2018 Budget**

Budget Committee Vice Chair Jarvis called the meeting of the Budget Committee to order at 7:07 pm.

Budget Committee Vice Chair Jarvis noted that there was a Budget Committee quorum present.

Select Board Chair Swenson stated the purpose of this joint meeting is for the Board of Selectmen and Budget Committee to discuss the outline of creating consensus guidelines for the 2018 budget.

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Chair Jarvis stated they have traditionally gone with zero-based budgeting for a few years now and suggested department heads present their requests for what they need in order to improve services.

Select Board Chair Swenson distributed a summary of points to be considered by the various departments and committees for the 2018 budget. (See attached handout) These points were unanimously adopted by consensus by both the Select Board and the Budget Committee. Chair Swenson explained the rationale needed for zero-based budgeting. The key concepts include the goal for the Town's portion of the total tax rate (combined operational and Capital/ETF) impact for 2018 will be + / - 1% from FY2017. This means the operational portion of the 2018 budget before should be  $\leq$  \$2,778,750 (vs. actually voted FY2017 of \$2,751,234 or \$4.59 / K valuation) if all areas of the budget were equally impacted. Total CRF funding would be  $\leq$  \$172,000 (vs. FY17 voted of \$170,000 or \$0.42/K valuation). Total ETF would be  $\leq$  \$61,000 (vs. FY17 voted of \$60,000 or \$0.16/K valuation). RSMS estimated  $\leq$  \$335,000 (vs. FY17 of \$330,000; eliminating longevity pay and adding that amount into the eligible employee's hourly rate; and improving operational and administrative efficiencies.

Selectman Chase stated that in the Capital Improvement Plan for 2017 there were items that are over and underfunded and CIPC has submitted a significantly improved plan for review by the Board of Selectmen but one that does contain significantly higher requests for capital investment and spending. Chair Swenson noted the primary goal is to avoid any increases to the town portion of the tax rate. Selectman Chase suggested they need to find some way to get control over the school portion of the tax rate. By consensus of the Boards no changes were made to the proposed budget guidelines.

Selectman Chase and Budget Committee Vice Chair Jarvis noted that the believe over the past 10 years approximately \$1 million have been reduced from the Town budget.

**Budget Committee member Joan Swenson made a motion to close the Budget Committee portion of the meeting. Budget Committee member Mark Sullivan seconded the motion. Motion passed, 4-0-0.** The Budget Committee meeting adjourned at 7:31 p.m. The Select Board continued with their regularly scheduled meeting.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

## **Attachment A**

### **Joint New Durham Select Board / Budget Committee Meeting**

### **FY 2018 Budget Baseline Concepts**

- 1) Zero based budgeting approach in which requested funding is fully rationalized
- 2) Any department in which longevity pay has historically been a part of the budget will have this line eliminated and those receiving longevity pay will have the equivalent amount of money factored into their salary or hourly rate (i.e. no more longevity pay for any employee for 2018 and beyond).
- 3) Milfoil Committee will be renamed and natural resource water body quality (i.e. Merrymeeting River, Merrymeeting Lake, all New Durham ponds and natural rivers, etc.) will be the overall objective of the previously named Milfoil Committee. The new name for group and the account will be New Durham Water Quality Committee but will retain for accounting purposes, etc. a milfoil line with other line items added such as water testing, etc. as deemed necessary for budget and accounting purposes.
- 4) The goal for the Town's portion of the total tax rate (combined operational and Capital/ETF) impact for 2018 will be + / - 1% from FY2017. This means the operational portion of the 2018 budget before should be  $\leq \$2,778,750$  (vs. actually voted FY2017 of \$2,751,234 or \$4.59/K) if all areas of the budget were equally impacted. Total CRF funding would be  $\leq \$172,000$  (vs. FY17 voted of \$170,000 or \$0.42/K). Total ETF would be  $\leq \$61,000$  (vs. FY17 voted of \$60,000 or \$0.16/K). RSMS estimated  $\leq \$335,000$  (vs. FY17 of \$330,000;

Note: prior Select Board overly drained reserve of Road CRF and so this portion of the goal may need to be a reduced total. However, when combined with SB38 encumbered for use from FY17 the total amount of planned work for 2018 would be even more than for FY17.

- 5) Look for organizational efficiencies to save taxpayer cost and administrative redundancies.
- 6) The following budget review schedule is the planned review schedule recognizing that date modifications may be required based on completeness of information

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and / or decisions as to alignment of amounts between the Select Board and the Budget Committee.

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<b>Budget Schedule - FY 18</b>				
<b>Account</b>	<b>Account Title</b>	<b>BOS</b>	<b>Budg Com</b>	<b>Other</b>
4130	Executive Office	09/27/2017 9 am	11/01/17 7 pm	Any CRF & warrant article request
4140	Town Clerk	09/27/2017 9 am	11/01/17 7 pm	
4153	Legal Expenses	09/27/2017 9 am	11/01/17 7 pm	
4150	Financial Administration	09/27/2017 9 am	11/01/17 7 pm	
4152	Assessing	09/27/2017 9 am	11/01/17 7 pm	Any CRF & warrant article request
4441	Welfare	09/27/2017 9 am	11/01/17 7 pm	
4155	Personnel Administration	09/27/2017 9 am	11/01/17 7 pm	
4194	General Government Buildings	09/27/2017 9 am	11/01/17 7 pm	
4196	Insurance (Property / Liability)	09/27/2017 9 am	11/01/17 7 pm	
4199	General Government	09/27/2017 9 am	11/01/17 7 pm	Any CRF & warrant article request
4415	Other Agencies	09/27/2017 9 am	11/01/17 7 pm	
4210	Police	10/05/2017 9 am	11/08/17 7 pm	Any CRF & warrant article request
4312	Highways & Streets	10/05/2017 9 am	11/08/17 7 pm	Any CRF & warrant article request
4324	Solid Waste	10/05/2017 9 am	11/08/17 7 pm	Any CRF & warrant article request
4240	Code Enforcement Officer / Bldg. Insp.	10/05/2017 9 am	11/08/17 7 pm	
4411	Health Officer	10/05/2017 9 am	11/08/17 7 pm	

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<b>Budget Schedule - FY 18</b>				
<b>Account</b>	<b>Account Title</b>	<b>BOS</b>	<b>Budg Com</b>	<b>Other</b>
4220	Fire	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request
4290	Emergency Management	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request
4291	Forestry	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request
4520	Parks & Recreation	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request
4550	Library	10/12/2017 9 am	11/15/17 7 pm	Any CRF & warrant article request

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<b>Account</b>	<b>Account Title</b>	<b>BOS</b>	<b>Budg Com</b>	<b>Other</b>
4901	Lands & Improvements	10/19/2017 9 am	11/29/17 7 pm	
4909	Anticipated Revenues & Tax Rate	10/19/2017 9 am	11/29/17 7 pm	
4199	Other General Government	10/19/2017 9 am	11/29/17 7 pm	
4711	Principal - LTB & Notes	10/19/2017 9 am	11/29/17 7 pm	
4721	Interest - LTB & Notes	10/19/2017 9 am	11/29/17 7 pm	
4723	Interest on TAN	10/19/2017 9 am	11/29/17 7 pm	
4915	Capital Reserve Funds	10/19/2017 9 am	11/29/17 7 pm	CRF; Dept. Heads / CIP
4916	Expendable Trust Funds	10/19/2017 9 am	11/29/17 7 pm	CRP; Dept. Heads / CIP
4902 & 4903	Capital Outlay & Equipment	10/19/2017 9 am	11/29/17 7 pm	CRF; Dept. Heads / CIP
	Improvements Other Than Buildings	10/19/2017 9 am	11/29/17 7 pm	CRF; Dept. Heads / CIP
4583	Town Historian	10/26/2017 7 pm	12/06/17 7 pm	
4195	Cemeteries	10/26/2017 7 pm	12/06/17 7 pm	
4589	1772 Meetinghouse	10/26/2017 7 pm	12/06/17 7 pm	Any CRF request
4612	Conservation	10/26/2017 7 pm	12/06/17 7 pm	
4909	Milfoil	10/26/2017 7 pm	12/06/17 7 pm	Any CRF & warrant article request
4191	Planning Board	10/26/2017 7 pm	12/06/17 7 pm	
4192	Zoning Board	10/26/2017 7 pm	12/06/17 7 pm	
4130-30	Ethics Committee	10/26/2017 7 pm	12/06/17 7 pm	
4130-50	Boodey House	10/26/2017 7 pm	12/06/17 7 pm	
	<b>FINALIZE BUDGET</b>	11/02/17	12/13/17 7 pm	

