

NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
October 11, 2017, 7:00pm

Final Approved 11-8-17

Present:

Cathy Orlowicz, Chair
Terry Jarvis, vice chair
David Shagoury
Ellen Phillips
Joan Swenson
David Swenson, Board of Selectmen
Mark Sullivan

Also Present:

Scott Kinmond, Town Administrator
Anita Soucy, Finance Officer

Call to Order

Chair Orlowicz called the meeting to order at 7:03pm.

2017 Third Quarter Review

Town Administrator Kinmond gave an overview of the third quarter of the 2017 budget. A summary including balance sheets for revenue holding, general account, escrow disbursements and various expense accounts were provided for review. Ms. Jarvis requested clarification on the revenue holding account as well as the payroll holding account. Town Administrator Kinmond explained many department heads hold out for large purchases until the third quarter in case there are unanticipated expenses that come up although some accounts are still below 25% expenditure. There was discussion of whether the fees collected by the ZBA cover the expenses including postage and rental fees for use of the school facilities. Town Administrator Kinmond noted they are working on a solution for the reevaluation CRF as well as figuring out funding options for software upgrades. Ms. Jarvis requested information on the expense in account 4290 for forestry account as there was no monies budgeted in this account and it was noted this may be a mistake. Town Administrator Kinmond stated the rest of the budget is in good shape and explained the accounts that are fully expended to date. Town Administrator Kinmond stated the Board of Selectmen has completed the MS441 forms and the revenue to date is \$1,100,000.

A copy of the revenue reports was distributed for review.

The 2018 department budgets were reviewed. Town Administrator Kinmond explained budget increases proposed by the departments. There was discussion of various accounts for the 2018 proposed budget. Mr. Swenson noted a majority of the budget has been reviewed by the Board of Selectmen and been approved.

Budget Schedule

Chair Orlowicz stated they have already had a joint meeting with the Board of Selectmen where there was a presentation of the schedule, and noted the Board of Selectmen have already begun their review process of the budget. Town Administrator Kinmond explained the Board of Selectmen have already reviewed and approved some of the budgets presented. There was discussion of the time involved with meeting with department heads and proposed meeting schedule. It was suggested moving the schedule up by a week and the order of accounts reviewed was discussed. Town Administrator Kinmond explained he has tried to streamline the review process schedule to keep it simple and straightforward. There was further discussion of possible changes to the schedule and review process but no changes were agreed upon.

Approval of Minutes

Meeting of August 2, 2017 – Edits were made. **Ms. Swenson made a motion to approve the minutes as amended. Ms. Jarvis seconded the motion. Motion passed, 6-0-1.** Ms. Phillips abstained.

Meeting of September 2, 2017 – Edits were made. **Mr. Swenson made a motion to approve the minutes as amended. Ms. Jarvis seconded the motion.**

Ms. Jarvis made an amendment to the motion to edit the title to the New Durham Budget Committee joint meeting with the Board of Selectmen Meeting to reflect the minutes are of the Budget Committee meeting. Mr. Swenson seconded the amendment. Amendment passed, 4-0-3. Chair Orlowicz, Mr. Shagoury and Ms. Phillips abstained.

Motion passed, 4-0-3 Chair Orlowicz, Mr. Shagoury and Ms. Phillips abstained.

Adjourn

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

The meeting was adjourned at 8:51pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary