

**NEW DURHAM BUDGET COMMITTEE  
New Durham Town Hall  
November 8, 2017, 7:00pm**

**Final Approved 11-15-17**

**Present:**

Cathy Orlowicz, Chair  
Terry Jarvis, vice chair – Excused absence  
David Shagoury  
Ellen Phillips  
Joan Swenson – Excused absence  
David Swenson  
Mark Sullivan – via telephone

**Also Present:**

Scott Kinmond, Town Administrator  
Anita Sousa, Finance Officer

**Call to Order**

Chair Orlowicz called the meeting to order at 6:02pm.

**Approval of Minutes**

Meeting of October 11, 2017 – Edits were made. **Mr. Shagoury made a motion to approve the minutes as amended. Ms. Phillips seconded the motion. Motion passed, 5-0-0.**

Meeting of November 1, 2017- Edits were made. **Ms. Phillips made a motion to approve the minutes as amended. Mr. Shagoury seconded the motion. Motion passed, 4-0-1.** Mr. Sullivan abstained.

**Budget Review**

*Account 4240 – Building Inspection – Code Enforcement*

Town Administrator Kinmond explained the difference between last year and this year is they now have a Building Inspector/Code Enforcement officer for 16 hours per week and Health Officer for 5 hours per week. He also explained changes in costs such as mileage as the Fire Chief used to fill this position. Ms. Phillips asked why the wage line 110 is so different. Town Administrator Kinmond replied they anticipated having to hire someone that needed training but were able to hire someone who already has the training and qualifications.

**Ms. Phillips made a motion to approve account 4240, Building Inspection, in the amount of \$31,426. Mr. Shagoury seconded the motion. Motion passed, 5-0-0.**

*Account 4411- Health Officer*

Town Administrator Kinmond stated this is a stipend position filled by the Building Inspector. Ms. Sousa explained the expenses paid to the Building Inspector from this account.

**Mr. Shagoury made a motion to approve account 4411, Health Officer, in the amount \$2,368. Ms. Phillips seconded the motion. Motion passed, 5-0-0.**

*Account 4312 – Public Works*

Town Administrator Kinmond gave a summary of the account, noting the budget is the same as past years although there have been some changes in wages. He explained contracted services for mowing/trimming expenses have been included in this budget so the part time wages were reduced. It was noted an application for the Facilities and Grounds Maintainer position has since been received and they will be interviewing to fill the part time position. Town Administrator Kinmond explained the lines of the budget.

Don Vachon, Department of Public Works Director, stated the department is still two employees short and applications have been received but the wages expected for qualified individuals are higher than his current employees. There was discussion whether the amount requested for fuel is going to be adequate and current year-to-date usage was reviewed.

**Ms. Phillips made a motion to approve account 4312, Public Works, in the amount of \$854,360. Mr. Shagoury seconded the motion. Discussion:** There was further discussion of the costs for equipment and Town Administrator Kinmond explained the various uses and potential costs with breakdowns. He also explained the CRFs being used for replacements when needed. **Motion passed, 5-0-0.**

*Account 4324 – Solid Waste*

Town Administrator Kinmond gave an overview of the budget and expenses.

**Mr. Shagoury made a motion to approve account 4324, Solid Waste, in the amount of \$243,388. Ms. Phillips seconded the motion. Motion passed, 5-0-0.**

*Account 4210 – Police Department*

Chair Orlowicz stated new information was received since the last meeting and this was reviewed and discussed.

Police Chief Bernier gave a summary of the changes made, noting he has made cuts to the wage lines to compensate increases in others. He also explained anticipated purchases he needs to make for equipment in 2018 as many are outdated and no longer function properly. Chair Orlowicz questioned the \$1 for the revolving fund. Town Administrator Kinmond explained how it would function. There was discussion of revenues received from grants as well as unanticipated expenses with required details. Chair Orlowicz via email from Joan Swenson asked if the K9 costs are covered in a particular line. Police Chief Bernier replied he has \$1900 of drug forfeiture monies that can be used towards the expenses, along with \$600 from the police association fund and explained the costs

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needed on an annual basis, suggesting fundraising has also been volunteered to avoid using tax dollars for the upkeep of the K9. Mr. Swenson stated the issue being looked at by the Board of Selectmen is whether the Town can accept having the equivalent of a part time police chief with his time commitments to the K9 program. Police Chief Bernier gave an overview of the benefits to having a K9 program. Chair Orlowicz noted the difference in the department requested amount and approved by the Board of Selectmen amount is about \$9000 in the maintenance line. Town Administrator Kinmond and Mr. Swenson explained the discrepancies.

**Ms. Phillips made a motion to approve account 4210, Police Department, in the amount of \$583,868. Mr. Shagoury seconded the motion. Motion passed, 5-0-0.**

**Future Meeting**

Wednesday, November 15, 2017, 6:00pm.

**Adjourn**

**Mr. Swenson made a motion to adjourn. Ms. Phillips seconded the motion. Motion passed, 5-0-0.**

The meeting was adjourned at 8:44pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary