

**NEW DURHAM BUDGET COMMITTEE  
New Durham Town Hall  
November 25, 2019, 7:00pm**

**Approved as Amended 8-5-20**

**Present**

Terry Jarvis, Chair of Budget Committee  
Mark Sullivan, Vice-Chair, Budget Committee  
Ellen Phillips, Budget Committee– excused absence  
Joan Swenson, Budget Committee  
Kenneth Fanjoy, Budget Committee  
David Swenson, Board of Selectmen Representative  
Ron Uyen, Budget Committee

**Also Present**

Scott Kinmond, Town Administrator  
Anina Soucy, Finance Manager  
David Bickford, resident

**Call to Order**

Ms. Jarvis called the meeting to order at 7:00pm.

Selectman Swenson distributed for review, a summary of the fund balance status, which include revenues as calculated by Town Administrator Kinmond, as of the end of October. He also included a history of the past five years, including the current year, of the various CRF accounts and actions by the Board of Selectmen. Selectman Swenson stated they also received information from the State of New Hampshire regarding the amount of the highway block grant. He also distributed a graphical depiction of what has been voted for regarding the RSMS road projects as well as the proposed road projects for next year.

**Account 4901 – Lands and Improvements**

Ms. Jarvis stated the 2020 Budget request for the road reconstruction line, is \$420,250 and the CIP has put money in different CRF's for road projects, noting \$117,000 would be received from the highway block grant. Selectman Swenson explained the historical breakdown of the funding as well as the additional funds from the Town which are required for funding. Mr. Sullivan stated the purpose of the CRFs is to avoid having a spike to taxpayers but when looking at the road reconstruction history, there are large fluctuations. Selectman Swenson explained how the Board of Selectmen and Budget Committees have reviewed this over the years and the various factors which contribute to the fluctuations.

David Bickford, resident, stated the CRF was established so funds could be maintained after a project is done. Ms. Jarvis asked if the work to be done with the cyanobacteria

project was in the RSMS plan. Selectman Swenson stated some of it is on the list. Town Administrator Kinmond explained the road construction budget includes funds to match the grant to deal with storm water, noting the Board of Selectmen has moved \$40,000 in to the CRF for this purpose. Ms. Jarvis asked if there are any projects being carried over into 2020. Town Administrator Kinmond stated there is a contract open for the culvert work on South Shore but all other projects have been completed. He stated the paving contract has a renewal clause and he is working on doing so. Mr. Bickford asked how close are they to the \$500,000 appropriation that was discussed. Selectman Swenson replied they are at about 80% right now. There was discussion about how the warrant article would be presented and Town Administrator Kinmond advised against detailing specific transfers and withdrawals. He also explained the cost of paving a mile of road, which can be close to \$1.2 million and explained they also need to balance the investments into various roads each year.

**Ms. Jarvis made a motion to approve Account 4901, Lands and Improvements, for the 2020 Budget in the amount of \$330,000.** Discussion: Selectman Swenson suggested breaking down the total to reflect the grant amount. **Mr. Sullivan seconded the motion.**  
**Motion passed, 6-0-0.**

#### **Account 4902 – Capital Equipment**

TA Kinmond advised that there were no Capital Equipment purchases or funding requested.

Chair Jarvis said, we will now move to Revenues. Selectman Swenson suggested skipping over this and going to 4915- Capital Reserves

Selectman Swenson provided an overview of the Select Boards recommendations for the various contributions to the Capital Reserve Account. Selectman Swenson stated that some contributions are less than the CIPC requested, and provided an overview.

1. Highway Equipment CIP \$32,700 BOS \$20,000
2. Highway Truck CIP \$92,000 BOS \$70,000- rationale fleet adjustment with the new 10 wheel dump, and forecasted small dump for approx.. \$120,000.
3. Vehicle & Equipment Maint. CIP \$22,000 BOS \$22,000
4. Milfoil/Water Quality CIP \$60,000 BOS \$20,000- As previously stated \$40,000 would come from the Road Construction CRF.
5. SWR Equipment CIP \$30,000 BOS \$25,000- Board believes the CRF fund balance will support requests.
6. Police Cruisers CIP \$24,000 BOS \$15,000- Board felt the amount will handle purchases.
7. Smith Ballfield CIP \$3,625 BOS \$5,000
8. Meetinghouse CIP \$25,000 BOS \$25,000
9. Public Safety Building CIP \$25,000 BOS \$20,000- Reduced due to pending space needs report.
10. Road Construction CIP \$11,750 BOS \$40,000- DES 319 Grant Project match.
11. Gravel CIP \$15,000 BOS \$15,000

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|----------------------------|-------------|-------------|
| 12. Boodey Farmstead       | CIP \$5,000 | BOS \$0     |
| 13. FD Ancillary Equipment | CIP \$3,000 | BOS \$3,000 |

Mr. Sullivan asked the rationale for reducing the Boodey Farmstead to zero. Selectman Swenson replied there is no CRF to fund. Mr. Sullivan stated he struggles with the funding for the Boodey Farmstead and the 1772 Meetinghouse, with one group showing a tremendous amount of effort and raising funds, resulting in work getting done and failing to fund them doesn't reward them with support from the Town for their efforts.

Selectman Swenson noted the CRF warrant article was defeated by voters a couple years ago. Ms. Jarvis explained the presentation made to the CIP by the 1772 Meetinghouse Restoration Committee was that once the fund level was up where it needed to be, they would be able to get matching funds through L-CHIP to move forward with the necessary roof work. Ms. Swenson stated there has to be other grants available for them to research. Mr. Fanjoy questioned the amount of funds requested for the work outlined. Ms. Jarvis summarized the discussed contributions: Highway Equipment- \$25,000, Highway Truck - \$75,000, Library Facilities- \$0, Library Technology - \$0, Municipal Land - \$0, Capital Reserve for Vehicle Equipment - \$22,000, CRF for Milfoil -\$20,000, Solid Waste Facilities - \$0, Solid Waste Equipment - \$25,000, Police Cruiser - \$15,000, Smith Ballfield Equipment - \$5,000, Meetinghouse- \$10,000, Dry Hydrants - \$0, Fire Vehicles \$0, Public Safety Faculty - \$20,000, CRF Road Reconstruction \$40,000, Gravel \$15,000, Boodey Farmstead \$0, Fire Department Ancillary Equipment - \$0 for a total funding of CRFs of \$275,000.

**Ms. Jarvis made a motion to approve Account 4915, Capital Reserve Funds, for the 2020 Budget in the amount of \$275,000 with the amount to each line as previously discussed. Mr. Sullivan seconded the motion. Motion passed, 5-0-1.**

#### **Account 4916 – Expendable Trust Funds**

Selectman Swenson stated the Board of Selectmen increased the requested amount due to funds for computers being removed from the operating side and put here; there is also funding for software. It was noted the accrued benefits was reduced to \$0. Selectman Swenson stated that Town Administrator Kinmond explained there is more than enough to cover employees cashing out. He noted Town Building Improvements was reduced although they are unsure what the Space Needs Study will show; the existing balance for Dam Maintenance was determined to be adequate. The Board of Selectmen approved a total of \$55,000, which was a \$7500 reduction from the CIP recommendation. Mr. Bickford asked if the \$25,000 would be able to fix the website, noting the information regarding the Ethics Committee is not accurate. Mr. Sullivan concurred with the lack of updating to the Town website. Town Administrator Kinmond stated they don't have staff trained for updating the website and it is pretty much a full time job to maintain the website and keep it up-to-date. Mr. Uyeno suggested putting it out to department heads to put employees to work doing the various aspects of the website maintenance.

**Mr. Fanjoy made a motion to approve Account 4916, Expendable Trust Funds, for the 2020 Budget in the amount of \$55,000 with the amount to each line as list. Ms. Swenson seconded the motion. Motion passed, 6-0-0.**

### **Revenues**

Selectman Swenson explained the information presented, summarizes a two-year revenue projection. He noted the main decrease is the timber tax, particularly because of Birch Ridge, and there are some increases on lines 4903 and 4904 which include the addition of \$40,000 from the State budget. Ms. Jarvis stated the room and meals tax was budgeted for \$100,000 although only \$6,000 has been received to date this year. Selectman Swenson stated the check for that is received at the end of the year; it will go directly to the schools to reduce the tax rate. Mr. Sullivan asked why there was \$25,000 from the federal funding last year but nothing next year. Town Administrator Kinmond stated that was most likely a FEMA grant, which was a reimbursement for a winter storm in 2018 and funds received in 2019. Ms. Jarvis stated the amount of total anticipated revenues, with abatements is \$1,232,800. Ms. Jarvis asked how much property the Town currently owns for unpaid taxes. Selectman Swenson stated he isn't sure but it will be in the Annual Report although it is less than in past years. By consensus of the Board, it was agreed to accept the revenue projections presented by the Board of Selectmen and Town Administrator Kinmond.

### **Public Hearing Date**

Ms. Jarvis stated the tentative date for the Public Hearing is January 15, 2020, at 7:00pm, in the New Durham Community Room, with a snow date of January 16, 2020 and confirmed there would be a quorum of the Budget Committee.

### **Approval of Minutes**

Meeting of October 30, 2019- Edits were made. **Ms. Swenson made a motion to approve the minutes as amended. Mr. Sullivan seconded the motion. Motion passed, 5-0-1.** Mr. Fanjoy abstained.

Meeting of November 6, 2019- Edits were made. **Mr. Sullivan made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 6-0-0.**

Meeting of August 29, 2019- Edits were made. **Ms. Swenson made a motion to approve the minutes as amended. Ms. Jarvis seconded the motion. Motion passed, 6-0-0.**

Selectman Swenson stated the Deliberative Session is set for Monday, February 3, 2020 at the New Durham School, at 7:00pm with a snow date of February 4, 2020.

Town Elections are set for March 10, 2020, at the New Durham School.

### **Adjourn**

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

The meeting was adjourned at 9:04pm.

*New Durham Budget Committee*  
*November 25, 2019*

Respectfully Submitted,

Jennifer Riel, Recording Secretary