

**TOWN OF NEW DURHAM
BUDGET COMMITTEE MEETING
August 4, 2021, 7:00p.m.
New Durham, NH 03855**

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PRESENT

Terry Jarvis, Chair, Budget Committee
Mark Sullivan, Vice Chair, Budget Committee
Kenneth Fanjoy, Budget Committee
David Swenson, Board of Selectmen Representative
Joan Swenson, Budget Committee
Rudy Rosiello, Budget Committee
Marc Decoff, Budget Committee – excused absence

ALSO PRESENT

Nicole Zoltko, Town Administrator
Anina Soucy, Finance Manager
Kathleen Blaney, Assistant Finance Manager

CALL TO ORDER

Chair Jarvis called the Budget Committee meeting to order at 7:00p.m.

Second Quarter 2021 Budget Review

The Board reviewed the comparison summary from June 2020 through June 2021. The Board reviewed the Town Administrator's report. Chair Jarvis noted the heating lines are very low across the board. Vice Chair Sullivan asked if contracts were signed for these services. Mr. Swenson explained it is not contract but for the last three to four years they have been paying market rate.

Chair Jarvis noted the advertising budgets lines are nearly fully expended, as well as heating lines. She asked when the pay raises will be transferred to the correct departments. Finance Manager Soucy replied it was at the end of the year last year but they are planning to do it sooner this year.

Chair Jarvis noted the Planning Board is down to 12.9% as of July 31, 2021; the Zoning Board is at 35% but both are experiencing an increase in revenue. Mr. Swenson suggested the revenue be compared as well. Chair Jarvis noted both boards have had significant increases in case load. Mr. Rosiello confirmed the postage fees come back in revenue.

Chair Jarvis stated the total operating budget remaining is 65%.

The Board discussed the revenue producing departments. Town Administrator Zoltko stated the Solid Waste Facility is looking at items that should not be accepted due to costs and plan to

submit suggested changes later this fall. She explained there are high costs particularly for shingle and construction debris.

Chair Jarvis asked Town Administrator Zoltko how they will avoid going over the bottom line for the Town Administrator line. Town Administrator Zoltko replied they are looking at different areas; explained the coding for the advertising costs has been coded inaccurately at the beginning of the year and the Town Administrator wages line that increased during the transition phase of selecting a new Town Administrator which could potentially be covered by a CRF.

Chair Jarvis noted the Finance line is at 40%. Finance Manager Soucy explained part of that is due to some raises which didn't take place in 2020 but were in 2021 but those will be corrected from the personnel administration line.

Chair Jarvis explained there is a lot going on with Land Use which accounts for the Town Counsel expenditures. Vice Chair Sullivan noted legal is 17% over and asked if it will average out over the year. Town Administrator Zoltko stated she does not believe it will and that she has already suggested the ZBA and Planning Boards find alternative resources for advice and direction, including New Hampshire Municipal Association. Additional legal fees are being incurred for the cable consortium but those are minor compared to the ZBA and Planning Boards.

Mr. Swenson explained the acceptance of the American Rescue Act Funds by the Board of Selectmen; he stated for 2021 it will be treated as unanticipated revenue but it will have to be in the budget for next year.

Chair Jarvis noted the police department overtime/on-call is down to 29%. Mr. Swenson explained there were some personnel issues which required time off then subsequent coverage by other officers.

Town Administrator Zoltko noted there have been some follow-up emergency management activities that have come up; audits will be required for funds received from grants such as GOPHER and FEMA so some changes may be seen in this area.

Chair Jarvis noted the line for welfare officer indicates zero expenditure however nearly 75% of the fuel assistance line is expended. Finance Manager Soucy stated that is handled by the Town Clerk and it may not be accurately reflected in that time and added that there have not been a lot of requests this year. Chair Jarvis asked if the Town Clerk will continue handling the welfare duties. Town Administrator Zoltko stated at one time Welfare was handled by the Tax Collector, then was shifted to the Town Clerk during a change in position of employment but never switched back to the Tax Collectors Responsibilities. She stated the Assistant Finance Manager is handling the Welfare Department through transition and budgeting will depend on whether the next person is able to accept and fill the duties.

Joint BOS/Budget Philosophy Meeting

Chair Jarvis stated the Board of Selectmen have requested the date of August 16, 2021 at 6:00p.m. for the annual budget philosophy discussion.

Budget Work Sessions

Chair Jarvis stated last year five meetings were held on Wednesdays in preparation for public hearing in January. She stated the ACIPC did something different this year and met with all departments and committees on one day. She asked the committee their thoughts on doing that with the Budget review process. The committee agreed with keeping 2-2.5 hour meetings beginning in October.

The meetings will be held October 13, 20, and 27, 2021 at 7:00p.m.

Third Quarter 2021 Budget Review

Meeting set for October 27, 2021 at 6:00p.m.

ZOOM Meetings

Chair Jarvis stated if they want to have hybrid meetings, they have to ensure a quorum is physically present (4). She stated should the internet be lost, the in-person meeting will continue; a formal action by the committee is needed in order to continue with hybrid meetings.

Chair Jarvis made a motion that the Budget Committee authorize hybrid meetings, that with a quorum of the Budget Committee members physically present at the location announced for the meeting, and notice will be on every agenda indicating that should internet coverage be lost, the meeting will continue. Vice Chair Sullivan seconded the motion. Motion passed, 6-0-0.

APPROVAL OF MINUTES

Meeting of May 5, 2021 – Postponed.

Meeting of May 12, 2021 – Postponed.

ADJOURN

Mr. Swenson made a motion to adjourn. Vice Chair Sullivan seconded the motion. Motion passed 6-0-0.

The meeting was adjourned at 8:51p.m.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary