

**TOWN OF NEW DURHAM
BUDGET COMMITTEE
October 13, 2021, 7:00P.M.
New Durham Town Hall, New Durham, NH 03855**

*Public can join Virtual Access via Zoom Meeting Join Zoom Meeting:
<https://us02web.zoom.us/j/86250078914?pwd=OG5kSHhQZEM3bVB0QlYwZEZrUENsZz09>
Meeting ID: 862 5007 8914 Passcode: 427577 One tap mobile
+16465588656,,86250078914#,,, *427577# US (New York)*

Disclaimer: If technology fails, the meeting physically occurring will continue at the location above. The Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.

PRESENT

Terry Jarvis, Chair, Budget Committee
Mark Sullivan, Vice Chair, Budget Committee
David Swenson, Select Board Representative
Kenneth Fanjoy, Budget Committee
Joan Swenson, Budget Committee
Rudy Rosiello, Budget Committee
Marc Decoff, Budget Committee

ALSO PRESENT

Nicole Zoltko, Town Administrator – via Zoom
Anina Soucy, Finance Manager
Alicia Housel, Assistant Finance Manager
Ron Uyeno, resident
Kathleen Blaney, Tax Collector

CALL TO ORDER

Chair Jarvis called the meeting to order at 7:06PM.

PUBLIC INPUT

Chair Jarvis stated in the past, the committee has encouraged public input and dialogue at the time the topic arises as opposed to a set public input time. The committee agreed to allow input during the discussion of accounts.

AGENDA REVIEW

Chair Jarvis stated the discussion and review of accounts for Finance Administration and Welfare will be taken up first due to child care issues. All the operational budgets have been approved by the Board of Selectman.

Mr. Swenson stated the Board worked to abide by the guidelines discussed between the Board and Budget Committee at the meeting in August. He thanked the Town Administrator, Finance Managers and department heads for their work and input; he stated spreadsheets were developed which are more standardized across the departments and easier to review, update and revise.

Mr. Swenson stated the school budget for FY 2022 is \$ 6,559,300; FY 2021 is \$ 7,176,471 for a \$ 617,00 increase; he stated he does not know what the increase is for. He stated the Board completed the review of all but three accounts at the three scheduled budget review meetings. The three accounts were not originally approved due to insufficient information but those accounts were eventually reviewed and approved. The original operational budget presented to the Board was about a 12% increase from FY 2021; after review and revision the Board reduced the total to a 9% increase overall. He stated the wages, bonds and insurance are mostly fixed but the major drive for the increase was wage adjustments made by the Board over 2021.

Mr. Swenson stated he won't be available for the next two budget committee meetings and the Board of Selectmen appointed Selectman Uyeno to be the Board representative at those meetings.

Mr. Rosiello stated it helps him understand justifications for increases when departments come in and explain the breakdowns and tracking data. He explained he has also developed a database for tracking expenses and historical data; Mr. Swenson suggested Town Administrator Zoltko followup with Mr. Rosiello.

NEW BUSINESS

2022 Budget Review

Account 4150 Financial Administration

Chair Jarvis stated the FY 2021 budget was \$138,059; the requested 2022 budget amount requested is \$186,004; the Board of Selectmen approved the same.

Ms. Blaney explained an extra 10 hours was added for deputy tax collector although the account 4140 line reflects a reduction of those 10 hours.

Mr. Rosiello asked if there will be other things such as training involved for these hours. Mr. Swenson stated there are set projects and assigned projects. Chair Jarvis stated in the past they received department requests prior to the Board of Selectmen review and approval so they could see the actual budget requests. Ms. Soucy explained this account was adjusted to match the overtime calculations the Board had. Town Administrator Zoltko stated there are upgrades and changes taking place within the department currently which will make everything more streamlined and efficient next year.

Mr. Sullivan noted there was a change in the Medicare line between the budget requested and the amount approved by the Board of Selectmen; he stated he is still concerned that the file

presented to the committee doesn't match the printed sheets. Ms. Soucy stated the electronic document was just sent out.

Chair Jarvis asked if line 4550-50 has nothing spent to date; Ms. Blaney stated there was incorrect coding where the printing expenses were coming out of office supplies line, but that has been corrected.

Mr. DeCoff asked about the line for software licensing and why it was going up; Ms. Blaney explained that is for the finance software. Ms. Soucy stated at the last Board of Selectmen meetings she was informed the costs will actually be going up as the software needs to be upgraded in order to process the NH retirement properly. Mr. Swenson noted there is an ETF for computer and software upgrades; the exact amount is not yet known so the Board went with the minimum cost. Ms. Soucy stated there is an expected 5% increase for all the software costs before the upgrade.

Chair Jarvis noted there was a request for an increase of \$500 in milage but the requested amount of \$600 last year hasn't been spent. Ms. Soucy explained that line is for going to trainings; she wasn't able to attend any training in 2021; there is also training for the town clerk and tax collector which is shared with this line.

Chair Jarvis noted there was a contract for the assistant finance manager but it is now a regular position. Mr. Swenson confirmed the Board of Selectmen made that decision so there is some increase. Mr. DeCoff asked if this position will lesson overtime for the finance manager. Mr. Swenson stated he doesn't think so; there were also other positions in Town Hall which assisted the Finance Manager.

Mr. Sullivan made a motion to approve the FY 2022 budget amount for account 4150 Finance Administration in the amount of \$186,004. Mr. DeCoff seconded the motion. Motion passed, 6-0-0.

Account 4441 Welfare

Chair Jarvis stated the FY 2021 budget was \$16,756; the requested 2022 budget amount is \$16,771; the Board of Selectmen approved \$16,772.

Mr. Rosiello noted fuel was the same for 2021 and questioned whether it would be adequate. Mr. Swenson explained they aren't getting a lot of welfare requests and the Board felt the amount was adequate. He stated there are also going to be ARPA funds in 2022 and there may be opportunity to use that revenue in this account if it meets criteria. Chair Jarvis noted there are also federal funds available for rent assistance which accounts for that line not being expected in 2021.

Chair Jarvis asked that the accounting for the salary line be more specific next year as according to this information presented, none was expended this year. She stated the hours need to be tracked.

Mr. Sullivan made a motion to approve the FY 2022 budget amount for account 4441 Welfare in the amount of \$16,772. Mr. DeCoff seconded the motion. Motion passed, 6-0-0.

Account 4130 Executive Office

Chair Jarvis stated the FY 2021 budget was \$209,292; the requested 2022 budget amount is \$257,798; the Board of Selectmen approved \$247,278.

Mr. Swenson stated a major decrease by the Board was in staff and technology services.

Mr. Rosiello asked if there is more than one technology contract. Town Administrator Zoltko explained this line is not ANS Networking but is the overall technology services contract that covers all software for all departments including police and fire departments. She stated they cut down the monthly service hours from five to three because the contract already includes three hours of service per month. Mr. Rosiello asked if disaster recovery costs are included. Town Administrator Zoltko replied yes. Mr. Rosiello asked for more specifics about how the disaster recover process works and the costs involved. He stated there may be a difference which needs to be reconciled. Chair Jarvis advised Mr. Rosiello to go over the details of the contract with the Town Administrator. She stated in the event there was an emergency situation, there would likely be emergency funding sources. She questioned whether additional money needs to be into printing and advertising as those lines are already over expended.

Mr. Swenson pointed out that in the description of the accounts, there are notations of the corrections which describe the differences between requested and approved amounts.

Ms. Swenson made a motion to approve the FY 2022 budget amount for account 4130 Executive Office in the amount of \$247,278. Mr. Sullivan seconded the motion. Motion passed, 5-1-0. Mr. Rosiello opposed.

Account 4140 Elections and Registration

Chair Jarvis stated the FY 2021 budget was \$153,862; the requested 2022 budget amount is \$149,719; the Board of Selectmen approved \$150,719.

Chair Jarvis noted the wages for Town Clerk and Deputy Town Clerk have gone down although overtime has gone up; she noted wages increased but there is also an additional election for this year.

Mr. Sullivan made a motion to approve the FY 2022 budget amount for account 4140 Elections and Registration in the amount of \$150,719. Ms. Swenson seconded the motion. Motion passed, 6-0-0.

Account 4152 Assessing

Chair Jarvis stated the FY 2021 budget was \$77,414; the requested 2022 budget amount is \$73,172; the Board of Selectmen approved \$73,165. She noted this is the final year of the assessing contract so that cost is down; the assessing clerk hours are also down. Mr. Swenson stated a new 5-year agreement has been signed and will start in January for a cyclical evaluation.

Chair Jarvis made a motion to approve the FY 2022 budget amount for account 4152 Assessing in the amount of \$73,165. Ms. Swenson seconded the motion. Motion passed, 6-0-0.

Account 4240 Code Enforcement Officer / Building Inspector

Chair Jarvis stated the FY 2021 budget was \$46,522; the requested 2022 budget amount is \$75,988; the Board of Selectmen approved \$63,838. She noted the largest increases are in the wages and clerical lines although there is a decrease in the deputy's cost. Mr. Swenson explained they had a transition with individuals filling the position; he stated market conditions required a significant hourly rate difference for both positions.

Mr. Sullivan made a motion to approve the FY 2022 budget amount for account 4240 Code Enforcement Officer/Building Inspector in the amount of \$63,838. Ms. Swenson seconded the motion. Motion passed, 6-0-0.

Account 4411 Health Officer

Chair Jarvis stated the FY 2021 budget was \$2391; the requested 2022 budget amount is \$2391; the Board of Selectmen approved \$2391.

Mr. DeCoff made a motion to approve the FY 2022 budget amount for account 4411 Health Officer in the amount of \$2391. Mr. Sullivan seconded the motion. Motion passed, 6-0-0.

Account 4153 Legal Expenses

Chair Jarvis stated the FY 2021 budget was \$20,000; the requested 2022 budget amount is \$25,000; the Board of Selectmen approved \$25,000. Town Administrator Zoltko stated there was a 30-hour request from the Planning Board; she stated the requested amount should reflect \$26,600. Chair Jarvis asked for confirmation that boards and committees are to bring requests for legal expense to the Town Administrator. Mr. Swenson confirmed that is correct. Mr. Swenson explained most of this account has historically been for land use issues.

Mr. Sullivan made a motion to approve the FY 2022 budget amount for account 4153 Legal Expenses in the amount of \$25,000. Ms. Swenson seconded the motion. Motion passed, 6-0-0.

Account 4191 Planning Board

Chair Jarvis stated the FY 2021 budget was \$4,952; the requested 2022 budget amount is \$7,643; the Board of Selectmen approved the same. Mr. Swenson stated the major increase is for advertising although that will also be reflected on the revenue side.

Chair Jarvis made a motion to approve the FY 2022 budget amount for account 4191 Planning Board in the amount of \$7,643. Ms. Swenson seconded the motion. Motion passed, 6-0-0.

Account 4192 Zoning Board

Chair Jarvis stepped down for this account.

Mr. Sullivan stated the FY 2021 budget was \$11,086; the requested 2022 budget amount is \$11,086; the Board of Selectmen approved the same.

Mr. DeCoff made a motion to approve the FY 2022 budget amount for account 4192 Zoning Board of Adjustment in the amount of \$11,086. Ms. Swenson seconded the motion. Motion passed, 5-0-1. Chair Jarvis abstained.

Account 4196 Insurance (Property Liability)

Chair Jarvis stated the FY 2021 budget was \$58,277; the requested 2022 budget amount is \$63,905; the Board of Selectmen approved \$61,000. Mr. Swenson stated when the department made the request, there was an estimated increase. Mr. DeCoff asked if the deductible is ever used. It was confirmed it was used last year.

Mr. DeCoff made a motion to approve the FY 2022 budget amount for account 4196 Insurance Liability in the amount of \$61,000. Mr. Sullivan seconded the motion. Motion passed, 6-0-0.

Account 4612 Conservation Board

Chair Jarvis stated the FY 2021 budget was \$1477; the requested 2022 budget amount is \$1477; the Board of Selectmen approved the same.

Mr. DeCoff made a motion to approve the FY 2022 budget amount for account 4612 Conservation in the amount of \$1477. Chair Jarvis seconded the motion. Motion passed, 5-0-1. Mr. Sullivan abstained.

Account 4711 Principal-LTB & Notes

Chair Jarvis stated the FY 2021 budget was \$60,000; the requested 2022 budget amount is \$63,000; the Board of Selectmen approved \$60,000.

Chair Jarvis made a motion to approve the FY 2022 budget amount for account 4711 Principal Long-Term Bonds and Notes in the amount of \$60,000. Ms. Swenson seconded the motion. Motion passed, 6-0-0.

Account 4721 Interest- LTB & Notes

Chair Jarvis stated the FY 2021 budget was \$4,615; the Board of Selectmen approved \$2,107 for FY 2022.

Mr. Sullivan made a motion to approve the FY 2022 budget amount for account 4712 Interest Long Term Bonds and Notes in the amount of \$2,107. Mr. Sullivan seconded the motion. Motion passed, 6-0-0.

Account 4722 Lease

Chair Jarvis stated the FY 2021 budget was \$38,000; the requested 2022 budget amount is \$1; the Board of Selectmen approved \$1.

Chair Jarvis made a motion to approve the FY 2022 budget amount for account 4722 Lease Payments in the amount of \$1. Mr. DeCoff seconded the motion. Motion passed, 6-0-0.

Account 4723 Interest on TAN (Tax Anticipation Note)

Chair Jarvis stated the FY 2021 budget was \$3,030; the requested 2022 budget amount is \$3,030; the Board of Selectmen approved \$2. Mr. Swenson stated a TAN was taken last year due to a late tax rate from New Hampshire Department of Revenue, but they don't anticipate the need for TAN this year although about \$700,00 is due to the school, \$1,000,000 to the county and state, all in December. Mr. Swenson stated the Board expects NH DRA's response for setting the tax rate in early November; a special meeting will then be called to set the tax rate so tax bills can go out mid November.

Chair Jarvis made a motion to approve the FY 2022 budget amount for account 4723 TAN in the amount of \$2. Mr. DeCoff seconded the motion. Motion passed, 6-0-0.

OTHER BUSINESS

Review of Budget Schedule

October 20, 2021, 7:00PM.

ADJOURN

Mr. Swenson made a motion to adjourn. Mr. Decoff seconded the motion. Motion passed 6-0-0.

The meeting was adjourned at 8:50PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary