

**TOWN OF NEW DURHAM
BUDGET COMMITTEE
October 20, 2021, 7:00P.M.
New Durham Town Hall, New Durham, NH 03855**

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PRESENT

Terry Jarvis, Chair, Budget Committee
Mark Sullivan, Vice Chair, Budget Committee
Ron Uyeno, Select Board Representative
Kenneth Fanjoy, Budget Committee
Rudy Rosiello, Budget Committee
Marc Decoff, Budget Committee

ALSO PRESENT

Nicole Zoltko, Town Administrator – via Zoom
Anina Soucy, Finance Manager
Ellen Phillips, 1772 Meetinghouse Committee
Dorothy Veisel, resident
Kathleen Blaney, Tax Collector
Bob Bickford, 1772 Meetinghouse Committee
Cathy Allyn, 1772 Meetinghouse Committee
Robin Bickford, 1772 Meetinghouse Committee
David Allyn, resident
Stephanie King, resident – via Zoom
John Reagan, resident
Cathy Orlowicz, Boodey Farmstead/Town Historian
Chrissa Evans, Boodey Farmstead
Rich Leonard, Treasurer of the Library Trustees
Caitlin Frost, Library Director
Celeste Chasse, Director Parks and Recreation
Alicia Housel, Finance Manager

CALL TO ORDER

Chair Jarvis called the meeting to order at 7:00PM.

PUBLIC INPUT

None.

AGENDA REVIEW

No changes were made to the agenda.

2021 Budget Review

Account 4589 Other Cultural: 1772 Meetinghouse

Ellen Phillips, 1772 Meetinghouse Committee, outlined the funding the committee has been working on including a clothing collection shed, private donations, a matching grant, note cards to sell, four events planned for the last couple months of the year, a donation box at the meetinghouse, a joint event with the Parks and Recreation on October 29; there will be an open house November 21; and another open house on December 11. She stated a large fundraiser is being planned for some time next year along with a joint fundraising event with the Boodey Farmstead for New Durham Day. Ms. Phillips stated the value of in-kind donations were about 450 hours last year. She stated the first newsletter will be going out next week to every house and post office in Town. The committee is in the planning stages of becoming a 501c.3 organization to hopefully encourage larger donations. Ms. Phillips stated this would be in addition to the Town committee and would have a board of directors. She stated a group of residents have indicated they want to form a “friends of the 1772 Meetinghouse” group. She stated there is also a possibility of federal grants from the National Parks Service, but they have to become a “Certified Local Government for Establishing Historic Districts”; they are working on this with the Board of Selectman.

Mr. Rosiello asked how the money would be handled from a 501c.3. Ms. Phillips explained they have a non-lapsing account for donations; Town money goes into a Capital Reserve Fund.

The committee reviewed the summary of the 2021 budget. Ms. Phillips stated the Board of Selectmen have asked the committee to focus on advertising and fundraising, so that is what the committee is working on. She stated there are also some projects they need to address so the building doesn't fall in including roof repairs. Chair Jarvis noted there is no contracted services line. Ms. Allyn explained they requested that line be put in; she stated this year no one on the committee was able to fill out the spreadsheet. Mr. Rosiello asked if the Board of Selectmen wanted the funding from the CRF; it was confirmed that is correct but there are different opinions whether that is allowed. Ms. Phillips stated they need \$150,000 in the CRF in order to get grant funds; they need \$4,500 to get the study requested by the Board of Selectmen. The Board of Selectmen would like this money for the study to come from the CRF. Chair Jarvis suggested the committee look at the language which established the CRF to confirm; she stated they also need to look into how donations are handled. Ms. Allyn stated they did and it is very vague but it does say for the preservation and restoration of the meetinghouse. Town Administrator Zoltko explained changes can be made to the lines for accounts right now; if a line is added they recommend \$1 be placed in it in case contracted services are needed in the future. Mr. Sullivan stated he agrees with the Board of Selectmen's approach with using the CRF. Mr. DeCoff, Mr. Rosiello and Mr. Fanjoy agreed with adding a line for contracted services. Ms. Phillip stated the study is essential; the roof is failing and they need to move forward. She stated

they can't take funds from the CRF which they need to get up to \$150,000 in order to get a grant. Mr. Sullivan stated he's not opposed to creating the line but believes the funding should come from private donations; he stated he wants to see what the long-range plans are for the project and how much the whole thing will cost. Ms. Phillips stated that information will be obtained with the study and input from an architect. Chair Jarvis stated she would be in favor of funding the new line with \$1, pending receipt of a complete description of what the study will be, with up to date documentation. Chair Jarvis asked if staff would be able to revise the budget for review at the meeting next Tuesday, with the addition of the contracted services line at \$1. Town Administrator Zoltko stated they can but it doesn't need to be for the committee to approve it.

Chair Jarvis stated the 2021 budget for account 4589 was \$6,665; the request for FY 2022 is \$7,465; the Board approved the same. It was noted that total includes the Boodey Farmstead line. Chair Jarvis stated they will not vote on this account tonight, pending the submission of additional information and adding new lines.

Mr. Sullivan asked why the Board of Selectman reduced the postage line. Mr. Uyeno stated the Board's rationale was that more effort could be put towards electronic communications.

Stephanie King, resident, stated she lives down the road from the Meetinghouse; she stated she is excited to see the space restored to its full capacity and would like the Board of Selectmen and Budget Committee to recognize the potential for this project.

John Reagan, resident, stated he has been involved with the Meetinghouse Committee, and has volunteered to be the president of the proposed organization. He stated he drafted the summary of the in-kind hours; he explained their focus is to get the roof and structure stabilized.

Cathy Orlowicz, Boodey Farmstead, distributed a copy of a proposal which was presented to the Capital Improvement Plan Committee. She stated the committee looked at the Town Facility Plan of March 2021 and there is a need for meeting space. She stated the square footage of the proosas expansions of the Town Hall still don't meet the needs, but the Zachariah Boodey Farmstead has the space needs in just the barn. Proposed floor plans were presented for review; Ms. Orlowicz stated it will be handicap accessible and presented a copy of the site plan and septic design approvals to show the facility can meet the space needs. She stated they researched the requirements for polling facilities and the Farmstead could accommodate that.

Ms. Orlowicz stated they met with fundraising consultants, and it was determined they are not ready to launch a capital campaign. Suggestions were given by the consultants in preparation for a future campaign. She stated the newsletter is getting ready to go out; the cookbook fundraiser was a success.

Ms. Orlowicz stated they are asking for \$4,000 for FY 2022; this will be for contracted services for a timber assessment of the barn. The expected cost is \$8-10,000. She stated it will be level funded. Chair Jarvis suggested they see if they are eligible to use the Town's bulk mailing permit.

Mr. Rosiello stated he is concerned that this project was chartered 15 years ago; he stated it was set up so nothing was funded through taxation but this is through the operational budget. He

outlined some of the figures presented over the years for the total project, which is close to \$1,000,000, and asked how they are going to go about raising that amount of money. Mr. Fanjoy stated the money they are asking for will help determine how they get there.

Chair Jarvis made a motion to approve the Zachariah Boodey Farmstead portion of account 4589 Other Cultural, in the amount of \$4,915. Mr. Fanjoy seconded the motion. Motion passed, 5-1 (Mr. Rosiello)-0.

Chrissa Evans, Boodey Farmstead, stated they have worked a lot with the 1772 Meetinghouse Committee this year and it has gone well working together. It also opened opportunities for members of the committees to attend beneficial training on fundraising.

Account 4199 Water Quality

Chair Jarvis stated the requested 2022 budget amount requested is \$6,428; the Board of Selectmen approved \$8,215.

Fred Quimby presented the requested budget. He explained members of the water quality committee have been unable to collect water samples, but some college students have volunteered. He suggested the Board of Selectmen they hire a student part time to do \$550 worth of testing next summer; for \$1700 they can have the students work for the Town to compile the septic system database.

Chair Jarvis made a motion to approve the FY 2022 budget amount for account 4199, line 10-500 Water Quality in the amount of \$7,973. Mr. DeCoff seconded the motion. Motion passed, 6-0-0.

Account 4550 Library

Chair Jarvis stated the 2021 budget was \$125,819; the requested 2022 budget was \$135,724, and the Board of Selectman approved \$136,542.

Rich Leonard, Library Trustee Treasurer, presented the proposed budget. He explained the Board of Selectmen removed the consultant line which had been included in the original request. He explained the 2022 budget is more in line with the 2020 budget as they are getting back to normal operations. Chair Jarvis advised Mr. Leonard and the Director to meet with the Finance Manager to review bills to make sure things match up.

The Library Director stated participation in their programs is steadily rising at this point.

Mr. DeCoff made a motion to approve the FY 2022 budget amount for account 4550 Library in the amount of \$136,542. Mr. Sullivan seconded the motion. Motion passed, 6-0-0.

Account 4415 Other Agencies

Chair Jarvis stated the 2021 budget was \$7,000; the requested 2022 budget was \$7,000 and the Board of Selectman approved \$5,500.

Zachary Porter, Kingswood Youth Center, stated they are requesting level funding in the amount of \$1500; he stated all their services are free to participants and rely on funding from towns. He explained the scope of the services provided which include after school programs, summer programs, 1 to 1 mentoring, food and clothing distribution. Mr. Porter stated they served 7 students from New Durham last year although that number was down due to social distancing restrictions.

Chair Jarvis stepped down for the discussion on CAPSC.

Betsy Andrew Parker, CAPSC representative, stated they are requesting level funding of \$2,000; she explained the programs they offer which include fuel and rent assistance.

Mr. DeCoff asked why the Board of Selectmen didn't fund this line. Mr. Uyeno explained the Board agreed tax payers shouldn't have to support charitable donations; he stated the CAPSC program was not present at the Board of Selectmen meeting so that line was cut. Ms. Andrew Parker stated she was in touch with Town Hall and she was not notified of the meeting. She stated she understands the concern about charitable funding but it means a lot to their organization. Mr. Uyeno stated Mr. Swenson suggested funding from the trust fund may not be possible this year due to lack of funds.

Mr. Rosiello made a motion to approve the FY 2022 budget line for CAP in the amount of \$2,000. Mr. Sullivan seconded the motion. Motion passed, 5-0-1. Chair Jarvis abstained.

Ms. Soucy stated written requests were received from HAVEN and Strafford Meals on Wheels. Chair Jarvis noted the committee members don't have any documentation. The Board discussed with the Town Administrator whether funds were available in the trust account. Chair Jarvis noted the funding source would be the decision of the Board of Selectmen.

Mr. Sullivan made a motion to approve account 4415, Other Agencies, for FY 2022 in the \$7,500. Mr. DeCoff seconded the motion. Motion passed, 5-0-1. Chair Jarvis abstained.

Account 4583 Town Historian

Chair Jarvis stated the 2021 budget was \$488; the 2022 request is \$350; the Board of Selectmen approved \$350. It was noted the reduction was in the line for patriotic expenses with \$1 placed to keep the line open.

Cathy Orlowicz, Town Historian stated she doesn't need to purchase flags this year; the \$1 was added in case something happens and flags are needed. She stated she has had vandalism in the Shirley Cemetery and had to replace flags and standards. She stated the supplies line would be for the 260th Town birthday display of vault items. Ms. Orlowicz stated there is also a line for purchasing and replacing book bindings; the archives line is for folders and boxes to continue to properly store items in the vault.

Mr. DeCoff made a motion to approve account 4583, Town Historian, for FY 2022 in the \$351. Mr. Fanjoy seconded the motion. Motion passed, 6-0-0.

Account 4520 Parks and Recreation

Chair Jarvis stated the 2021 budget was \$63,696; the 2022 request is \$76,940; the Board of Selectmen approved \$69,377.

Celeste Chasse, Director, stated not much have changed but the costs for contracted services have increased; part time staff wages were increased. Mr. Uyeno stated the Board of Selectmen cut the additional part time hours and more hours were given to the director. Ms. Chasse confirmed she will not be going over 40 hours per week when combined with her work in Town Hall. She explained there was the expense of lines and buoys for the beach last year but those won't be needed this year.

Mr. Sullivan made a motion to approve account 4415, Other Agencies, for FY 2022 in the \$69,377. Mr. Fanjoy seconded the motion. Motion passed, 6-0-0.

Account 4194 General Government Buildings

Chair Jarvis stated the 2021 budget was \$25,858; the 2022 request is \$25,858; the Board of Selectmen approved \$25,872. She noted the difference is in Town Hall/oil services. Mr. DeCoff asked if all of the oil line will be expended this year. The exact amount remaining was not available and Town Administrator Zoltko explained when a line is over expended, the Board of Selectmen can take funds from the general fund.

Mr. DeCoff made a motion to approve account 4194 General Government Buildings, for FY 2022 in the \$25,872. Chair Jarvis seconded the motion. Motion passed, 6-0-0.

Account 4195 Cemeteries

Chair Jarvis stated the 2021 budget was \$2,380; the 2022 request is \$2,457; the Board of Selectmen approved \$2,500. She noted there is over 87% of the budget remaining for 2021. Town Administrator Zoltko explained the costs for the mowing by the Highway Department will be calculated and submitted soon. The committee reviewed the revenues collected for this account in the amount of \$3,280.

Mr. DeCoff made a motion to approve account 4195 Cemeteries, for FY 2022 in the \$2,500. Mr. Fanjoy seconded the motion. Motion passed, 6-0-0.

Account 4199

Chair Jarvis stated the 2021 budget was \$5,922; the 2022 request is \$5,929; the Board of Selectmen approved \$11,316. Chair Jarvis stated the numbers being approved by the Budget committee would be different.

Mr. DeCoff made a motion to approve account 4199, Water Quality, for FY 2022 in the \$11,074. Mr. Fanjoy seconded the motion. Motion passed, 6-0-0.

Account 4155 Personnel Administration

Chair Jarvis stated the 2021 budget was \$39,282; the 2022 request is \$110,167; the Board of Selectmen approved \$67,632. Chair Jarvis stated the major differences are in the wage lines and benefits. Town Administrator Zoltko stated the Board agreed with a 2.5% increase in wages; she stated the numbers as of September are not completely accurate and explained the executive line,

town clerk, finance lines, have not been adjusted. She stated police and highway have not been adjusted yet. She explained to be within the quadrants defined by the Board of Selectmen and to stay competitive, raises are needed. Town Administrator Zoltko stated they are looking at going over by about \$55,000 for all the wages. It was noted they will also have to take into account the costs of benefits and calculate those increases as well. Town Administrator Zoltko noted the national average for wage increases is 5%. Mr. Sullivan questioned whether the 2.5% is going to be short sighted given the average 5% inflation rate and the high turnover the Town has experienced in the last year. He suggested going through the rest of the budget to see where they can come up with the money to fund this account. Chair Jarvis agreed with revisiting this after reviewing further accounts next week.

OTHER BUSINESS

Next Meeting

October 26, 2021, 6:00PM.

ADJOURN

Mr. Sullivan made a motion to adjourn. Mr. Fanjoy seconded the motion. Motion passed 6-0-0.

The meeting was adjourned at 10:06PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary