

**TOWN OF NEW DURHAM
BUDGET COMMITTEE
October 27, 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
Anina Soucy, Finance Manager
Cathy Orlowicz, resident
Peter Varney, Fire Chief
Shawn Bernier, Police Chief
David Bickford, resident – via Zoom
Don Vachon, Road Agent
Ellen Phillips, 1772 Meetinghouse Committee

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.

Mr. Uyeno suggested the committee keep in mind that the school rate has not yet been set and that will affect the tax rates.

Third Quarter Budget Review

The committee reviewed the third quarter budget for FY 2021. Mr. Rosiello asked if there is an account for PTO. Chair Jarvis stated there is a capital reserve fund for that and Town Administrator Zoltko stated it was her recommendation to the Capital Improvement Planning Committee to increase funding for it as there are numerous long-time employees currently with the Town. Ms. Soucy explained at the beginning of the year, they were dealing with the prior assessing company, there was a lot of overtime, and they had a software upgrade, so the 4550 lines are overspent. Town Administrator Zoltko explained the reports being reviewed are from January to October; she explained some adjustments have been made since the electronic copy was sent to the board, those changes are in the printed version in the board's packets. Mr. Sullivan stated it would be preferred if the print and digital copies be the same at the next quarterly meeting. Chair Jarvis noted there is a line in account 4194 for Meeting House maintenance that has been expended but there is a line in the operation budget for the 4589 For Meeting House Maintenance that should be expended instead. Town Administrator Zoltko stated this was where the purchase of tarps was coded but she will confirm it is correct and make the coding change. Chair Jarvis noted there was no expense for property and liability insurance; Ms. Soucy stated that was just recently paid and would be reflected as an update on the printout. She stated she isn't sure if the dams have been done yet Town Administrator Zoltko will reach out to DPW to follow up on this. Chair Jarvis noted account 4240, Deputy Building Inspector, still has about 40% left. Town Administrator Zoltko explained they have had problems with payroll coding, but she has been working to improve the process with staff. Chief Varney explained there are some water testing locations that he didn't think are necessary, but all water testing is up to the Board of Selectmen to decide. Chair Jarvis noted Highway Department has 45% remaining; it was noted there were coding errors for this account as well. It was noted Solid Waste has 27% remaining and it is the second year of the hauling contract. Mr. Rosiello asked why the line for hauling is up. It was explained that the actual costs of hauling has increased. Chair Jarvis mentioned the salary for welfare does not appear properly coded as well. Town Administrator Zoltko stated that the prior Welfare Director did not code any hours to that line however the current Welfare Director is and that should reflect properly for the remainder of the year.

FY 2022 Budget Review Continuation

Account 4210 Police

Chair Jarvis stated the FY 2021 budget was \$622,171; the requested 2022 budget amount requested is \$695,484; the Board of Selectmen approved \$687,072. She stated the lines with significant increases are a full-time position, overtime and on-call. Police Chief Bernier stated all positions were put in for a 5% increase, but the Board of Selectmen approved 2.5% under the wage and adjustments line; he explained the wages are lower than many surrounding departments. He outlined the number of calls the department responded to in 2021; he also explained the difficulties with covering shifts with employees leaving, utilizing PTO, and the increases in overtime. Town Administrator Zoltko explained where the adjustments were made for the 5% raises which ended up being closer to 2.5%. Police Chief Bernier explained the personnel plan was changed in the last couple years so the accrued time was "use it or lose it" and employees don't favor that. He explained he has one full-time officer who is leaving for Fish

and Game, and he can only provide a day a month to the Town. Chair Jarvis noted that officer hasn't completed his contract with the Town so will be writing a check which will go to the General Fund. Police Chief Bernier explained the costs for dispatch will be going up for all towns next year. He explained the animal control officer duties and process; he noted they do not charge owners when they pick up a dog. He stated he would like to see the line for detail to be changed to a revolving account line. He stated any funds collected for these services go into the general fund but as it is now, the expenses come from his budget. Police Chief Bernier explained the current person who is doing prosecution is running for mayor in Rochester; he put in a request to have the person who does prosecution for Barrington, Rollinsford and Strafford contract with the Town. Mr. Uyeno stated the Board of Selectmen are looking to gather more information. Town Administrator Zoltko stated they currently go to New Hampshire Municipal Association as much as they can for legal advice, but a majority of the questions involve building and planning board questions.

Chair Jarvis made a motion to approve Account 4210, Police Department, in the amount of \$687,272 for FY 2022. Mr. Sullivan seconded the motion. Motion passed, 6-0-0.

Account 4220 Fire

Chair Jarvis stated the FY 2022 budget amount requested is \$286,989; the Board of Selectmen approved \$259,394. Fire Chief Varney noted there are no wage increases. He explained they are in the process of upgrading radios one at a time. Mr. Sullivan asked if there are any ARPA funds for something like this. Town Administrator Zoltko explained those funds are being utilized for body cameras and AEDs. Fire Chief Varney explained they have all the personnel outfitted with protective wear but they did change out helmets last year. He also explained he has concerns about the charges incurred when they have to call for mutual aid with other towns which can be up to \$400. He presented a summary of charges among towns and proposed to have day shifts covered. Chair Jarvis stated she would like to know the number of calls that are mutual aid then calculate the breakdown of costs to the town. Fire Chief Varney explained New Durham's charges are the lowest in the area. The committee agreed additional information is needed before making a decision.

Account 4290 Emergency Management

Fire Chief Varney outlined the responsibilities of the emergency management director which includes maintaining emergency response plans for various facilities including the school, Town Hall, etc.

Mr. Sullivan made a motion to approve Account 4290, Emergency Management, in the amount of \$8,699 for FY 2022. Mr. Fanjoy seconded the motion. Motion passed, 6-0-0.

Account 4291 Forestry

Chair Jarvis stated the requested 2022 budget amount requested is \$12,832; the Board of Selectmen approved the same. Chair Jarvis noted the increases are in the payroll lines. Fire Chief Varney explained the State is coming out with a software which will track everything with permits and expenses but it may not include payroll.

Chair Jarvis made a motion to approve Account 4291, Forestry, in the amount of \$12,832 for FY 2022. Mr. Fanjoy seconded the motion. Motion passed, 5-0-1. Mr. Decoff abstained.

Account 4312 Highways & Streets

Chair Jarvis stated the requested 2022 budget amount requested is \$947,041; the Board of Selectmen approved \$944,041. She noted the major changes are under full time, part time and overtime lines. Chair Jarvis noted the decrease for office manager is being shifted to Solid Waste where it belongs although contracted services are going up. Road Agent Vachon stated the costs of tree removal is going up. He stated they will have an expenditure for radios this year as they need to be replaced due to being outdated and not compatible with FCC and they can't get replacement parts for the equipment. Road Agent Vachon stated they replaced thirteen culverts in 2021 and there are some more to do but they are having a hard time getting culverts.

Mr. Sullivan made a motion to approve Account 4312, Highways and Streets, in the amount of \$944,041 for FY 2022. Mr. Decoff seconded the motion. Motion passed, 6-0-0.

Account 4324 Solid Waste

Chair Jarvis stated the requested 2022 budget amount requested is \$380,198; the Board of Selectmen approved the same. Town Administrator Zoltko stated the monitoring and state fees have gone up and they are required to do this through the engineer. Chair Jarvis noted hauling costs were up \$8,000; equipment is also up. Road Agent Vachon stated dumpsters needed to have wheels re-welded. He stated he got prices on scales again and prices have increased over the last two years. Town Administrator Zoltko explained they are looking into other companies for that, noting there is a range of pricing depending on options that would be discussed with the Select Board.

Mr. Sullivan made a motion to approve Account 4324, Solid Waste, in the amount of \$380,198 for FY 2022. Mr. Fanjoy seconded the motion. Motion passed, 5-0-1. Mr. Uyeno opposed.

Account 4589 Other Cultural

Chair Jarvis stated the committee previously approved a portion of this account but not the 1772 Meetinghouse line. She stated there was discussion whether the funds for the analysis should come from capital reserve funds or operational budget. A letter was received and reviewed from Cathy Allyn which outlined what they are proposing the analysis will cover. The committee discussed the reasoning for each funding source. Mr. Uyeno stated the Board of Selectmen had not made a determination yet. Ms. Phillips explained they need to avoid taking money from the CRF because they need to get the balance up in order to receive additional funding from LCHIP grants. Town Administrator Zoltko explained the establishment of the CRF for the Meetinghouse. Mr. Sullivan stated he would only be in support of funding for the analysis if it comes from the CRF. Ms. Orlowicz explained that before the establishment of the CRF, the Town Historian would request appropriations and then an operating budget was established. She stated they did as much with the project as possible with volunteers in about 2003 they agreed

professional help was needed and the CRF was established to start hiring professionals and getting grants.

Chair Jarvis made a motion to approve Account 4589, Other Cultural, in the amount of \$7,165 for FY 2022. Mr. Sullivan seconded the motion. Motion passed, 6-0-0.

Account 4200 319-1 Matching Grant

Town Administrator Zoltko stated the Town is in the process of receiving a grant which needs to be matched by the Town with approximately \$31,000 cash in addition to in-kind valued at approximately \$31,000. She stated she reviewed this with the Town Engineers as well as other communities; none had \$0 funding for the account and if it isn't designated, the funds will come from the Highway Department and will be difficult for Finance to accurately track. She stated the Board of Selectmen felt that utilizing the Highway budget would be the appropriate funding source; the work needs to be completed by November 2022 and has been in progress this year but not budgeted. She stated each task specified by the Grant does have a specific amount allocated for it. Finance Manager Ms. Soucy explained that if the Highway Department isn't able to do the in-kind work, they will need the funds in order to hire out the work to be done. Chair Jarvis suggested funding the line with \$1 to keep the line open for tracking. Mr. Decoff suggested a special warrant article, explaining the possibility of grants. Mr. Uyeno explained that he believes \$31,000 is already reflected in the Highway Department budget. Town Administrator Zoltko stated that the specific work for the Grant is not reflected in the budget however if \$15,000 was for 2021 then the amount for FY 2022 would only be approximately \$15,000. Much of the work was not completed in 2021 and part one of this Grant is required to be completed by 2022 or the town may not receive reimbursement through the NH DES Grant or may not qualify for future grants. TA Zoltko stated the \$1 will assist Finance with the tracking services but not in-kind hours.

Chair Jarvis made a motion for Account 4200 Line 319-1, Matching Grant, be funded in the amount of \$1. Mr. Sullivan seconded the motion. Motion passed, 6-0-0.

NEXT MEETING

November 8, 2021, 7:00PM – Joint Meeting with Board of Selectmen

November 17, 2021, 7:00PM

APPROVAL OF MINUTES

May 5, 2021 – Postponed.

May 12, 2021 – Postponed.

August 4, 2021 – Postponed.

August 16, 2021 – Postponed.

October 13, 2021 – Postponed.

October 20, 2021 – Postponed.

Chair Jarvis adjourned the meeting at 10:52PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary