

TOWN OF NEW DURHAM
Budget Committee
October 25, 2023, 7:00 PM
New Durham Town Hall, New Durham, NH 03855

PRESENT

Terry Jarvis, Budget Committee Chair
Ken Fanjoy, Budget Committee Vice Chair
Kelly Bisson, Budget Committee Member – Copple Crown Village District Representative
David Bickford, Budget Committee Member
Susan DeRoy, Budget Committee Member
Ellen Phillips, Budget Committee Member
Ken Ross-Raymond, Budget Committee Member
David Swenson, Select Board Representative – via Zoom

ALSO PRESENT

Cathy Orlowicz, resident

CALL TO ORDER

Chair Jarvis called the meeting of the Budget Committee to order at 7:00 PM. Roll call was taken.

Chair Jarvis stated the Board of Selectmen have completed their review of the FY 2024 Budget; the new figures for health insurance costs were received yesterday. Mr. Swenson stated the Board of Selectmen figures have been updated.

Ms. Bisson stated they are working on finalizing the MS-1 (budget projections) for the Copple Crown Village District. Mr. Swenson noted the Board of Selectmen cannot set the tax rate until the MS-1 for both the Town and the Village District are received by the New Hampshire Department of Revenue Administration. Chair Jarvis explained if the forms aren't submitted timely, the Board of Selectmen has to take a Tax Anticipation Note until all the information is submitted, and the tax rate is set.

AGENDA REVIEW

No changes were made to the Agenda.

Third Quarter Budget Review

The committee reviewed the third quarter report. Chair Jarvis stated the Fire Department staffing schedule which was requested by the Board since the first quarter review, has not been received yet. She suggested the Copple Crown Village District commissioners discuss arrangements for the annual election with the Town Administrator and Finance Manager, for covering the costs of the election.

The committee reviewed the account expenditures to date. It was noted that 29% of the budget is remaining for Account 4130, Executive Office.

Chair Jarvis noted the line for elections doesn't appear to accurately reflect the costs to pay election workers for the March 2023 election. There was discussion about the purchase of electronic tablets for checking voter registrations.

Chair Jarvis noted the Trustee of the Trust Funds are paid once, at the end of the year. She stated usually software licenses are paid by now. She stated the draft audit report has not been made available yet. Mr. Swenson stated there are some outstanding issues and they are waiting for additional information from the Town Clerk and Finance Manager. Chair Jarvis noted that overall, the accounts are in good shape.

Chair Jarvis noted the legal fees for this year were increased across the departments; numerous investigations were conducted with various departments and these required legal review. There was extensive discussion about legal fees. The committee agreed more details and a breakdown between the departments or 91A requests, would be helpful.

Chair Jarvis stated all wage raises of 2023 have been reflected in the respective budgets.

Chair Jarvis stated she has concerns about the Fire Department budget; she noted the internet costs for the Community Room are being charged to this account but perhaps should not be. She stated Monday through Friday, 10 hours per day coverage was approved for the Fire Department and no details have been provided for scheduling and staffing as requested; she stated she would like the data to support the expenditures to date.

The committee discussed the Building Inspector's Clerical position; Chair Jarvis noted it is a part-time position currently being covered by various individuals. Mr. Swenson noted the hours for the administrative assistant were recently increased to help in the Finance department; he explained the Board of Selectmen is also looking into a finance software upgrade.

Chair Jarvis stated a new Emergency Management Director was hired in the Spring but 85% of the budget is remaining.

Chair Jarvis questioned why 4315 didn't fund the street lights. Mr. Ross-Raymond suggested looking into replacing all the lights with LED.

The committee reviewed the reports from Solid Waste, Parks and Recreation as well as the Library.

Chair Jarvis noted the Town had to take a Tax Anticipation Note last year, however, it was paid off before the end of December.

The committee reviewed the 2023 revenue report as well as a comparison to FY 2022 revenues.

APPROVAL OF MINUTES

Meeting of August 17, 2023 – Edits were made. **MOTION:** *To approve the minutes as amended.*

Motion by Ms. DeRoy. Second by Mr. Ross-Raymond. **Roll Call Vote:** Ms. Phillips-aye; Mr.

Fanjoy-aye; Ms. DeRoy-aye; Mr. Bickford-aye; Ms. Bisson-aye; Mr. Ross-Raymond; Mr. Swenson-aye; Chair Jarvis-aye. **Motion passed 8-0-0.**

FUTURE MEETINGS

November 1, 2023 – 7:00 PM – Begin FY 24 Budget Review

MOTION: *To adjourn.* Motion by Mr. Fanjoy. Second by Ms. Phillips. **Roll Call Vote:** Ms. Phillips-aye; Mr. Fanjoy-aye; Ms. DeRoy-aye; Mr. Bickford-aye; Ms. Bisson-aye; Mr. Ross-Raymond; Mr. Swenson-aye; Chair Jarvis-aye. **Motion passed 8-0-0.**

The meeting was adjourned at 9:45 PM.

101 Respectfully Submitted,
102 *Jennifer Riel*
103 Jennifer Riel, Recording Secretary