

**NEW DURHAM BUDGET COMMITTEE  
New Durham Town Hall  
April 24, 2019, 6:30pm**

**Final Approved 7-17-19**

**Present:**

Terry Jarvis, Chair  
Mark Sullivan – Vice Chair  
Cathy Orlowicz  
Kenneth Fanjoy  
Ellen Phillips  
Joan Swenson- excused absence  
David Swenson, Board of Selectmen representative – excused absence

**Also Present**

Scott Kinmond, Town Administrator  
Anina Soucy, Finance Manager  
Mark Foynes, resident

**Call to Order**

Chair Jarvis called the meeting to order at 6:36pm.

Chair Jarvis stated they have received various information regarding concerns about the oil and electric lines. Ms. Orlowicz presented information for review by the committee.

**First Quarter Budget Review**

Town Administrator Kinmond presented the first quarter budget review, for review by the committee. He outlined the account lines which are currently below 75% and explained the expenditures of the funds which used the accounts. He also explained some upcoming expenses which will occur in the second quarter. Chair Jarvis suggested if the budget line for the Police Department is under 50% at the second quarter, to have the Police Chief give an explanation of his plans for the remainder of the budget year. The TA explained some of the unanticipated expenses to the department this year. He also gave an update on the purchase of the 10-wheel dump truck. Town Administrator Kinmond noted the operating budget remaining is 77% and presented historical comparisons from 2016 to 2019 relative to the operating budget. Chair Jarvis noted additional information regarding staffing levels was received and this was reviewed and discussed. The committee reviewed and discussed the accounts that are still at 100%. Town Administrator Kinmond explained some accounts have expenditures that will come later in the year. Chair Jarvis noted 4291-10-190 and 4291-10-630 seem to have the same account line names and the committee discussed the different purposes that were explained during the budget review process. It was agreed new account names which more accurately reflect the expenses would be helpful. Chair Jarvis asked if there was ever any research done on the amount of administrative support that is needed by the Solid Waste Facility and DPW; Town Administrator Kinmond explained the support staff

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is used more during winter maintenance, or as needed and where needed. Chair Jarvis noted in the past details were not received for account line 680 for Library Operating Funds and suggested it would be helpful to have a quarterly report for that account as line. Ms. Orlowicz stated she always reached out and requested they submit the information to the Town Administrator for distribution and review. Ms. Soucy explained the process for how the accounting and payroll is handled in the system. Town Administrator Kinmond gave an explanation of how the new software, Cleargov, is being utilized to upload and share the financial data and reports.

### **Future Meeting**

July 17, 2019, 6:30pm, New Durham Town Hall

Chair Jarvis stated they would begin their weekly meetings tentatively November 6; she stated if anyone has any suggestions or additions, how the discussions are handled with department heads, to get that information to Town Administrator Kinmond.

Chair Jarvis stated that after the last meeting where officers for the committee were elected, she now sees her objection to Mr. Sullivan's position as Chair, as being invalid in that she will be away for the same amount of time during the year. The committee concurred with maintaining the current officers as elected at the March meeting.

### **Approval of Minutes**

Meeting of March 13, 2019 – Edits were made. **Mr. Sullivan made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 5-0-0.**

### **Other**

Ms. Orlowicz noted the old notebooks can be emptied and brought to Town Hall for recycling.

### **Adjourn**

**Mr. Sullivan made a motion to adjourn. Ms. Phillips seconded the motion. Motion passed, 5-0-0.**

The meeting was adjourned at 8:13pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary