

TOWN OF NEW DURHAM
Budget Committee Meeting
November 13, 2023, 7:00 PM
New Durham Library, New Durham, NH 03855

PRESENT

Terry Jarvis, Budget Committee Chair
Ken Fanjoy, Budget Committee Vice Chair
Kelly Bisson, 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 Chair – via Zoom

ALSO PRESENT

Cecille Chase, Interim Town Administrator
Alicia Housel, Town Clerk
Susan Stillwell, Land Use Administrative Assistant
Peter Barney, Fire Chief

CALL TO ORDER

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

AGENDA REVIEW

No changes were made to the Agenda.

FY 2024 – Budget Review

Account 4140 – Elections and Registrations

Chair Jarvis stated the 2023 budget was \$ 215,087, the department request for 2024 is \$ 125,455; the Board of Selectmen approved \$ 188,019. Alicia Housel, Town Clerk spoke to the budget request. The major driver of the budget increase are FY 24 has four elections, Avitar software has increased to \$4,520 (a new figure since the Board of Selectmen reviewed this account) and the cost of meetings and trainings have increase.

MOTION: *To approve the FY 2024 budget for Account 4140- Elections and Registrations in the amount of \$ 149,574.* Motion by Vice- Chair Fanjoy. Second by Ms. Bisson. **Roll Call Vote:** Ms. Phillips - aye; Vice Chair Fanjoy - aye; Ms. DeRoy - aye; Mr. Bickford - aye; Ms. Bisson - aye; Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. **Motion passed 8-0-0.**

Account 4150- Financial Administration

Chair Jarvis stated the 2023 budget was \$ 131,720, the department request for 2024 is \$ 120,013; the Board of Selectmen approved \$ 148,734. Alicia Housel, Town Clerk spoke to the Tax Collector lines in the budget request. Cecile Chase, Interim Town Administrator spoke ti the rest of this account. The major driver of the budget decrease is changing the Finance Administrator from a full-time position to part time position. This has resulted in savings in multiple lines including health insurance and retirement – an approximately \$ 33,000 savings.

Chair Jarvis questioned sub-account 90-111- Budget Committee Minutes as the amount spent year to date does not appear accurate. Interim Town Administrator Chase will get a payroll print out.

Review of Account 4150 – Financial Administration was continued to a future Budget Review meeting.

Account 4191 – Planning Board

Chair Jarvis stated the FY 2023 budget was \$9,233; the Planning Board request was \$ 36,532; the Board of Selectmen approved \$ 8,532. Susan Stillwell, Land Use Administrative Assistant spoke to the budget. The Planning Board is requesting \$ 32,000 for a Town Planner which the Board of Selectmen did not approve.

MOTION: *To approve the FY 2024 budget for Account 4191 Planning Board in the amount of \$ 8,532.* Motion by Chair Jarvis. Second by Vice Chair Fanjoy. **Roll Call Vote Roll Call Vote:** Ms. Phillips - aye; Vice Chair Fanjoy - aye; Ms. DeRoy - aye; Mr. Bickford - aye; Ms. Bisson - aye; Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. **Motion passed 8-0-0.**

Account 4192 – Zoning Board of Adjustment

Chair Jarvis stepped down from the Budget Committee as she is the chair of the Zoning Board. Vice Chair Fanjoy stated the 2023 budget was \$ 6,592; the Zoning Board requested \$ 6,375 and the Board of Selectmen approved \$110,011. Susan Stillwell, Land Use Administrative Assistant spoke to the budget. She stated it is based on having 18 ZBA cases in FY24.

MOTION: To approve the FY 2024 budget for Account 4192- Zoning Board of Adjustment in the amount of \$ 6,592. Motion by Mr. Ross-Raymond. Second by Ms. DeRoy. **Roll Call Vote:** Ms. Phillips - aye; Vice Chair Fanjoy - aye; Ms. DeRoy - aye; Mr. Bickford - aye; Ms. Bisson - aye; Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - abstain. **Motion passed 7-0-1.**

Account 4612 -Conservation

Chair Jarvis stated the 2023 budget was \$ 1,477; the Conservation Commission requested \$ 1,477; the Board of Selectmen approved \$ 1,477 for FY 2024. Susan Stillwell, Land Use Administrative Assistant spoke to the budget. The Commission s requesting the same budget as FY 23.

MOTION: To approve the FY 2024 budget for Account 4612 – Conservation in the amount of \$ 1,477. Motion by Mr. Ross-Raymond. Second by Ms. DeRoy. **Roll Call Vote:** Ms. Phillips - aye; Vice Chair Fanjoy - aye; Ms. DeRoy - aye; Mr. Bickford - aye; Ms. Bisson - aye; Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. **Motion passed 8-0-0.**

Account 4220 – Fire Department

Chair Jarvis stated the 2023 budget was \$ 349,312; The Department requested \$ 352,739; the Board of Selectmen approved \$352,145 for 2024.

Chair Jarvis asked where the day time coverage schedule, which had been requested previously, was? Questions were asked about the fuel line as \$ 10,000 had been budgeted but as of 9/30/23 over \$ 6,600 remained. Specific cost details were missing from multiple sub-accounts including lines 10-660, 20-190, 20-191. Chair Jarvis also questioned sub-account 20-580- Training in light of the published rates for Fire Fighter I and II along with state subsidies for EMT classes.

Review of Account 4220 – Fire Department was continued to a future Budget Review meeting.

Account 4290 – Emergency Management

Chair Jarvis stated the 2023 budget was \$ 8,699 the Department requested \$ 8,699; the Board of Selectmen approved \$ 5,508. Peter Varney, Emergency Management Director spoke to the budget. A question was asked about sub-account 20-115 EM Wages/PT since as of 9/30/23 over \$ 6,600 of the \$7,800 budget remained. Peter explained a Deputy EMD was not appointed until September. The Board

of Selectmen reduces this sub- account from the requested \$ 7,800 to \$ 4,836 (six hours/week @ \$ 15.50/hour

MOTION: *To approve the FY 2024 budget for Account 4290 Emergency Management in the amount of \$ 5,508.* Motion by Chair Jarvis. Second by Ms. Bisson. **Roll Call Vote:** Ms. Phillips - aye; Vice Chair Fanjoy - aye; Ms. DeRoy - aye; Mr. Bickford - aye; Ms. Bisson - aye; Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. **Motion passed 8-0-0.**

Account 4291 - Forestry

Chair Jarvis stated the 2023 budget was \$ 16,629; the Forest Warden requested \$ 15,511; the Board of Selectmen approved \$ 15,511 for 2024. Chief Varney answered questions regarding the budget.

MOTION: *To approve the FY 2024 budget for Account 4291-Forestry, in the amount of \$ 15,511.* Motion by Mr. Bickford. Second by Ms. Deroy. **Roll Call Vote:** Ms. Phillips - aye; Vice Chair Fanjoy - aye; Ms. DeRoy - aye; Mr. Bickford - no; Ms. Bisson - aye; Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. **Motion passed 8-0-0.**

Next Meeting: November 15, 2023

FUTURE MEETINGS

November 15, 2023, 7:00 PM

November 29, 2023, 6:30 PM

December 6, 2023, 6:30 PM

MOTION: *To adjourn.* The meeting was adjourned by the following **Roll Call Vote:** Ms. Phillips - aye; Vice Chair Fanjoy - aye; Ms. DeRoy - aye; Mr. Bickford - aye; Ms. Bisson - aye; Mr. Ross-Raymond - aye; Mr. Swenson - aye; Chair Jarvis - aye. **Motion passed 8-0-0.**

The meeting was adjourned.

Respectfully Submitted,
Theresa Jarvis, Chair