

**NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
July 17, 2019, 6:30pm**

Final Approved 10-23-19

Present:

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

Also Present

Scott Kinmond, Town Administrator
Anina Soucy, Finance Manager

Call to Order

Chair Jarvis called the meeting to order at 6:30pm.

Ms. Orlowicz left the meeting at 6:32pm.

Second Quarter 2019 Budget Review

Town Administrator Kinmond gave an overview of the 2019 second quarter budget review and explained that the summary gives details as to why some accounts have under 50% remaining. He reported that the Operating Budget is at 58.91%, and that 2018 2nd quarter was at 57.91%. He explained the variation in the accounts due to seasons and when annual lease fees are due; there is an increase in the software lines as they are working towards improving technology functions. It was also explained the annual audit occurred in this quarter and the account is now at 75%; the assessing cyclical evaluation has been mostly completed. Town Administrator Kinmond stated they have done energy upgrades to the Town lighting and since that was done there has already been a reduction in kilowatt usage. The liability insurance is at 56% as it is paid in 2018 but it overlaps into 2019; the most recent invoice recently received will have a Board of Selectmen approved holiday applied to the premium. Town Administrator Kinmond explained there were a few homeless cases that came through along with utilities support in the first quarter into the second quarter. He noted all the notes and bonds have been paid for the year so that account will be zeroed out, as will SCBA account. The roads and building projects have been put out to bid and awarded but funds have not been expended yet. Town Administrator Kinmond stated the revenues are about 23% ahead of where they were estimating revenues to be, but the timber tax has not been exported into the revenue report due to software issues between tax and general ledger. Mr. Swenson also explained the upgrades affecting the assessing, financial and tax collector software, noting the upgrade should be fully complete and integrated by next year. Chair Jarvis asked why the

land use assistant line is over 50%. Town Administrator Kinmond replied some other clerical may have been pulled from that but would have to check on it. Chair Jarvis asked for clarification on personnel health insurance. It was clarified that the cemetery transfers are done at the end of the year. Chair Jarvis questioned the Building Inspector account and Town Administrator Kinmond explained the hours for clerical need to be broken up different. There was also discussion about utilization of personal vehicles within the highway department for running around. Town Administrator Kinmond stated many towns keep an old truck on hand for running errands, etc. Chair Jarvis stated she spoke with the Library Director and requested a breakdown of the operating fund and it was indicated the Trustee Treasurer was leaving and would not be able to provide this information but hopefully it will be available for the next Budget Committee meeting. Chair Jarvis stated it would be helping to have a similar breakdown from the Police and Fire Departments. Town Administrator Kinmond stated he has requested these and will forward when they come in.

2019 Budget Quarterly Review Schedule

The committee discussed the upcoming meeting schedule. Chair Jarvis stated she has a conflict with 6:30 but could do 7:00. The committee concurred and future meetings will be held at 7:00pm.

The next meeting is scheduled for October 23, 2019, 7:00pm.

Joint Board of Selectmen/Budget Committee Philosophy Meeting

The meeting was set for August 29, 2019, 6:30pm.

2019 Budget Work Sessions

The first meeting is tentatively set for November 6, 2019, 7:00pm. The Budget Committee meeting schedule after this will be set after the Board of Selectmen meeting is set.

Approval of Minutes

Meeting of April 24, 2019 – Edits were made. **Ms. Phillips made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 4-0-2.** Mr. Swenson and Ms. Swenson abstained.

Adjourn

Mr. Swenson made a motion to adjourn. Ms. Phillips seconded the motion. Motion passed, 6-0-0.

The meeting was adjourned at 7:26pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary