

NEW DURHAM BUDGET COMMITTEE
Joint Meeting with the Board of Selectmen
New Durham Town Hall
October 23, 2019, 7:00pm

Final Approved 11-6-19

Present

Terry Jarvis, Chair, Budget Committee
Mark Sullivan, Vice Chair, Budget Committee
Ellen Phillips, Budget Committee
Joan Swenson, Budget Committee
Kenneth Fanjoy, Budget Committee
David Swenson, Board of Selectmen Representative

Also Present

Scott Kinmond, Town Administrator
Dorothy Veisel, Board of Selectmen
Ron Uyeno, Resident
David Bickford, Resident

Call to Order

Ms. Jarvis called the Budget Committee meeting to order at 7:10pm.

Chair Swenson noted the Board of Selectmen has completed review of the operating side of the budget but none of the ETF and CRF accounts have been reviewed to this point.

Ms. Jarvis, also chair of the Capital Improvement Project Committee, stated that all told, the department, committee and board requests came in at a total of \$1,231,131. She stated the committee was also aware that there would be a town-wide space needs study which was due to be completed by December 31, 2019 and the committee was hesitant to recommend any funding other than that needed to address safety issues, and did not want to put any money into any buildings without that report for review. Ms. Jarvis stated the space need report for next year, and is anticipated that report will be a big part of the committee's consideration. Ms. Jarvis stated of the requested funds, the CIP committee has recommended a little less than \$700,000; she outlined the significant funding including; roads, water shed management study mitigation projects in conjunction with road projects, continuation of annual expenditures into CRF for purchase of vehicles, and continuation of computer and record keeping technology. Chair Swenson noted the CIP report is a public document available at Town Hall and on the Town website.

Chair Swenson distributed a spreadsheet summary of the CIP recommendations and explained the descriptions of the CRF and ETF accounts. Ms. Jarvis explained the balances were the figures presented as of July but may have had additional expenses after

that point. The Board and committee reviewed and discussed the summary. Chair Swenson suggested they prioritize the various projects as well. He stated the Board of Selectmen has voted to spend some of the CRF for Software Upgrades in 2019, so there may be a need for replenishment in 2020. He stated the Solid Waste Facility scale was scheduled to be done this year but the funds may end up be encumbered for next year. Chair Swenson also noted the space study is in process and expects a report by the first part of December. Ms. Phillips noted she sees the expense of gravel every year but didn't see it this year. Ms. Jarvis explained a few years ago the Town had to stop mining their own gravel and they established a CRF but over the last few years, they put funds in and it gets spend and suggested dissolving the fund and making it an operational expense. She also suggested doing a study to determine if they can do some mining on the another pit area for the Town's gravel needs.

David Bickford, resident, noted the fund was established to purchase another piece of property for gravel. Ms. Jarvis replied she would want a cost benefit analysis before the Town would go back to mining their own gravel.

The Board and committee also discussed the space needs study. There was also discussion about possible dissolution of the Coppel Crown Village District. Town Administrator Kinmond explained the process, noting roads do not become property of the Town but remain private until brought up to Town standards at which point they can be turned over. Ms. Jarvis noted the CIP priorities are roads, gravel, storm water management and remediation. The committee concurred with keeping the infrastructure a priority. Selectman Veisel suggested the 1772 Meetinghouse is a concern, if some of the structural repairs aren't addressed, it can jeopardize the structure. Mr. Sullivan stated that although the CIP deferred making funding decisions after review of the study, they also want to continue funding current CRFs. Ms. Jarvis suggested following the priorities of the CIP as a lot of research and discussion took place with that committee in prioritizing the requests.

Public Input

Mr. Uyeno asked about the letter Chair Swenson presented earlier and asked if it was addressed to all the towns. Chair Swenson replied it went to all towns, although only two towns use the schools for this purpose. Ms. Phillips suggested a resident begin a petition in opposition of this. Chair Swenson noted one of the School Board members has made it publically known that she is not in support of this change.

Third Quarter Budget Review

The Board reviewed the report from Town Administrator Kinmond for the accounts at the end of the 3rd quarter of 2019.

Ms. Jarvis asked how much of the Planning Board funds would be encumbered. Town Administrator Kinmond replied all of the remaining funds would be encumbered for contracted services next year for the impact fee survey. Ms. Jarvis asked if its possible to get updated year-to-date expenses for some of the accounts including police, fire and highway. Town Administrator Kinmond noted he gets weekly reports from all

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departments: police department activity is up and fire department is down but staffing has remained pretty much the same. Ms. Jarvis noted the Conservation Commission has nearly 97% of the budget remaining. Town Administrator Kinmond explained the dues and memberships are paid towards the end of the year, noting the Conservation Commission has maintained the same budget for numerous years and any remaining funds go into the Conservation CRF. It was noted nearly 88% of the anticipated revenues have come in to date. Ms. Jarvis noted that for the library operating line, there is also a sub account for building. Town Administrator Kinmond explained the Town takes care of the outside of the building, including heating oil system, well, etc.

Ms. Jarvis stated Ms. Orlowicz has resigned from the Budget Committee. The committee thanked Ms. Orlowicz for her many years of dedicated service to the committee and Ms. Jarvis stated her historical knowledge would be missed. The Committee suggested posting the opening at Town Hall for the next two weeks to fill the position. The committee discussed the issue and decided to post the position for 1 week. Interviews of all interested individuals will be conducted 10/30/19. An individual will be appointed and sworn in at the 10/30/19 meeting.

Approval of Minutes

Meeting of August 29, 2019 – Edits were made.

Meeting of July 17, 2019 – Edits were made. **Mr. Sullivan made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 6-0-0.**

Adjourn

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

The meeting was adjourned at 8:57pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary