

NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
August 8, 2018, 7:00pm

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

Present:

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

Also Present:

Scott Kinmond, Town Administrator
Anita Soucy, Finance Manager

Call to Order

Chair Orlowicz called the meeting to order at 6:00pm.

Approval of Minutes

Meeting of May 16, 2018 – Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Ms. Phillips seconded the motion. Motion passed, 7-0-0.**

Second Quarter 2018 Budget Review

The Committee reviewed the summary of the budget at the end of the second quarter, June 30, 2018 as presented by Town Administrator Kinmond. Town Administrator Kinmond reported that the Operating budget was at 57.91% remaining. He also presented the 1st Qtr. revenue numbers which have been reconciled.

Town Administrator Kinmond explained the lines items reflected in the report, noting some items were carried over from winter season expenses as well as changes reflected within Town Hall support staff. The Committee reviewed and discussed the report. The Committee also reviewed the budget account balances and anticipated expenses.

Chair Orlowicz distributed a spreadsheet summarizing the Library's second quarter actual expenditures which was supplied by the Library Treasurer. The Committee reviewed and discussed the summary, and the difference between the Library operating and then the general expenses managed by the Town i.e. payroll and benefits, facility expenses.

2018 Budget Quarterly Review Schedule

New Durham Budget Committee Meeting

August 8, 2018

DRAFT

October 3, 2018, 7:00pm, New Durham Town Hall

Joint BOS/Budget Philosophy Meeting

Chair Orlowicz suggested the Committee discuss the topics to discuss with the joint meeting with the Board of Selectmen scheduled for September 10, 2018. The Committee discussed getting an update on the status of the Capital Improvement Program update. Chair Orlowicz stated she would also like discuss the funding of major equipment failure expenditures as well as an outline of the expenses by departments to date to see the impact on the budgets as well as explanation of licensing and fees for each department. There was also discussion about the costs for the printing of Annual Reports. The Committee discussed the departments and accounts that need to have funding reconsidered as well as the Capital Improvement accounts which will be expended in the next year or so.

Upcoming Training Workshops

Chair Orlowicz stated there are upcoming budget and finance workshops on September 12 and September 20, sponsored by New Hampshire Municipal Association. She stated funds to cover registration are available if committee members are interested in attending.

Adjourn

Mr. Swenson made a motion to adjourn. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

The meeting was adjourned at 8:34pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary