

**NEW DURHAM BUDGET COMMITTEE MEETING**

**New Durham Town Hall**

**June 10, 2020, 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**

Terry Jarvis, Chair via Zoom

Mark Sullivan, Vice-Chair via Zoom

Ellen Phillips via Zoom

David Swenson, Board of Selectmen Representative via Zoom

Joan Swenson via Zoom

Rudy Rosiello via Zoom

Kenneth Fanjoy – excused absence

**ALSO PRESENT**

Scott Kinmond, Town Administrator via Zoom

Anina Soucy, Finance Manager via Zoom

**CALL TO ORDER**

Chair Jarvis called the meeting to order at 7:04pm and gave the following statement:

As Chair of the New Durham Budget Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

***a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:***

We are utilizing **ZOOM** for this electronic meeting. All members of the committee and Town Administrator have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1-646-558-8656**, meeting ID **865 6324 4040** and password **596726** or by clicking on the following website address: Join Zoom Meeting

<https://zoom.us/j/86363244040?pwd=My9ThmWEVRTTRKemNqc1JOYjllZz09>

**Note: Town of New Durham offers no security assurances to those connecting via PC to a third party software and hardware not configured or controlled by our IT Service provider.**

Please note the ZOOM electronic meeting will also be on Town Hall Stream via the video link on the website.

***b) Providing public notice of the necessary information for accessing the meeting:***

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Select Board at: [www.newdurhamnh.us](http://www.newdurhamnh.us).

***c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:***

If anybody has a problem, please call **603-556-1516** or email at: [skinmondnewdurhamnh.us](mailto:skinmondnewdurhamnh.us).

***d) Adjourning the meeting if the public is unable to access the meeting:***

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Chair Jarvis confirmed all members of the committee and whether they are alone or who is present.

**Election of Officers**

**Ms. Phillips made a motion that Terry Jarvis remain as Chair of the Budget Committee. Mr. Sullivan seconded the motion. Roll Call Vote: Ms. Phillips – aye; Mr. Sullivan – aye; Selectman Swenson – aye; Ms. Swenson –aye; Mr. Rosiello – aye; Chair Jarvis – abstained. Motion passed, 5-0-1.**

**Chair Jarvis made a motion that Mark Sullivan remain as Vice Chair of the Budget Committee. Ms. Phillips seconded the motion. Roll Call Vote: Ms. Phillips – aye; Mr. Sullivan – abstained; Selectman Swenson – aye; Ms. Swenson –aye;. Mr. Rosiello – aye; Chair Jarvis – aye. Motion passed, 5-0-1.**

**Chair Jarvis made a motion that Mark Sullivan remain as the Budget Committee representative to the Capital Improvement Committee. Selectman Swenson seconded the motion. Roll Call Vote: Ms. Phillips – aye; Mr. Sullivan – abstained; Selectman Swenson – aye; Ms. Swenson –aye;. Mr. Rosiello – aye; Chair Jarvis – aye. Motion passed, 5-0-1.**

**2020 First Quarter Budget Review**

Town Administrator Kinmond distributed a report relative to the first quarter of the year and year-to-date as of March 2020. He stated this is an overview of the expenditures of the department accounts for a three-month period as well as a synopsis of accounts with less than 75% remaining. Town Administrator Kinmond stated many of these are consistent with past years due to items paid during the first quarter or winter expenses.

Chair Jarvis asked if the Tax Collector's insurance has been transferred to the Election Account. Town Administrator Kinmond noted that was one area which was miss-charged and Ms. Soucy stated it hasn't been moved yet as they are waiting for the new system. Town Administrator Kinmond stated there have been legal expenses with busy land use board and code enforcement; there are several ongoing code violation cases and when court resumes, he anticipates further legal expense. He explained there was a hearing in March for the junk yard but the terms have not been met and they will have to go back to Superior Court for adjudication on that. He stated there is the option of recuperating the legal costs. Town Administrator Kinmond stated there are fees accruing of \$275 per day for the violation but the court will determine when the fees are charged. Chair Jarvis asked if there is a possibility of reimbursement from COVID-19 grants for the Emergency Director salary. Town Administrator Kinmond confirmed there are funds through FEMA; one submission has already been made. He stated they may also be able to get it through the GOPHER Funds; since March 1, they have about \$11,000 for reimbursement.

Ms. Phillips asked how the fees for the Zoning Board look. Chair Jarvis stated there is the line of printing which is outstanding; a high level of printing was required for the public and typically the line was \$1 as it was never spent and it is now up to \$140. She stated all the revenues do help offset this expense. There is a possibility there was an error where a newspaper charge went into the printing line but Chair Jarvis stated she would be watching the account closely through the year. Town Administrator Kinmond stated it's about \$80 for public notice publishing between Planning and Zoning boards, per application. Chair Jarvis they are also looking at the length of the decisions as they pay per page with the Registry of Deeds. Mr. Sullivan noted that with the review schedule, they are almost six months into the year and now reviewing the first quarter; Chair Jarvis explained this is due to COVID-19 and review is typically in April.

The committee reviewed the details of the budget account lines. Ms. Phillips asked where they were with the perambulation as there is only \$1 in the line. Selectman Swenson replied they had arranged to have it done in the first quarter of 2020 but the pandemic has affected that and hopes it will be back on track in the next few weeks. Chair Jarvis stated she is concerned about on-call and overtime for the police department and asked if there is anything unusual going on. Ms. Soucy stated there was a coding issue with BMSI and she made the corrections in April, so after this time period being reviewed. Town Administrator Kinmond stated this error was found during the internal audit process but additional overtime has been incurred with one officer in the academy and shifts have had to be back-filled as normally they would be fully staffed. Chair Jarvis noted the Fire Department has about 83% of the budget remaining. Mr. Sullivan stated the Building Inspector account was allotted for a part time person and asked if that was filled. Town Administrator Kinmond replied it has been. Chair Jarvis asked if there was some unexpected expenses for highway vehicles. Town Administrator Kinmond replied it is typical for the problematic vehicles in the fleet currently. He stated the Board of Selectmen is looking at shifting some vehicles around and a 5500 truck has been ordered to replace one of the larger problematic International trucks. Town Administrator

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Kinmond stated there was more vehicle maintenance during this period. Chair Jarvis asked if the hours spent on COVID-19 by the Health Officer would be reimbursable. Town Administrator Kinmond replied yes, through the GOPHER grant. Town Administrator Kinmond stated they have finished switching over to the new Edmunds finance software but are still working on some details, which require duplicate entry until all the modules are switched over; he anticipates the process to be completed this year.

The committee reviewed a memo from Town Administrator Kinmond of April 29, 2020 regarding the COVID-19 actions and responses. Selectman Swenson stated when the shutdowns began due to COVID-19, and resulting financial impacts, the Board of Selectmen began in early March to have discussions with Town Administrator Kinmond to address anticipated revenue shortfalls. He stated they reviewed revenue lines and projections; then mapped out different options including staff reductions and other ways to conserve expenses to avoid revenue shortfalls. Selectman Swenson stated as of the end of May, the projected short fall is not as high as expected, about \$2-4000 short. Mr. Sullivan asked how the COVID-19 would specifically affect revenues. Selectman Swenson replied they expected less new vehicle registrations or a delay in registrations. He stated there were some capital expense projects, which the Board of Selectmen decided to not spend at this time; this helped offset the \$3-400,000 anticipated revenue shortfall. Selectman Swenson stated the Board of Selectmen have reached out a couple times to the school district, with little feedback on possible relief on the amount the Town is obligated to pay. He stated the usual anticipated non-payment of taxes is in the 3-4% but it is projected to be as high as 10% this year due to economic issues. Regardless if taxes are collected, the Town is obligated to pay the school bills.

### **APPROVAL OF MINUTES**

Meeting of November 25, 2019 – Edits were made. Approval was postponed until information is verified.

Meeting of January 15, 2020 – Edits were made. **Ms. Phillips made a motion to approve the minutes as amended. Chair Jarvis seconded the motion. Roll Call Vote: Ms. Phillips – aye; Mr. Sullivan – abstained; Selectman Swenson – abstained; Ms. Swenson – abstained; Mr. Rosiello – abstained; Chair Jarvis – aye. Motion passed, 2-0-4.**

Meeting of February 3, 2020 - Edits were made. **Ms. Phillips made a motion to approve the minutes as amended. Chair Jarvis seconded the motion. Roll Call Vote: Ms. Phillips – aye; Mr. Sullivan – abstained; Selectman Swenson – aye; Ms. Swenson – abstained; Mr. Rosiello – abstained; Chair Jarvis – aye. Motion passed, 3-0-3.**

Meeting of March 20, 2020 - Edits were made. **Ms. Swenson made a motion to approve the minutes as amended. Chair Jarvis seconded the motion. Roll Call Vote: Ms. Phillips – aye; Mr. Sullivan – aye; Selectman Swenson – aye; Ms. Swenson – aye; Mr. Rosiello – aye; Chair Jarvis – aye. Motion passed, 6-0-0.**

### **Next Meeting**

August 5, 2020, 7:00pm, location TBD, Second Quarterly Review

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**ADJOURN**

**Selectman Swenson made a motion to adjourn. Ms. Phillips seconded the motion.**

**Roll Call Vote: Ms. Phillips – aye; Mr. Sullivan – aye; Selectman Swenson – aye;**

**Ms. Swenson –aye; Mr. Rosiello – aye; Chair Jarvis – aye. Motion passed, 6-0-0.**

The meeting was adjourned at 8:58pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary