

**TOWN OF NEW DURHAM
BUDGET COMMITTEE MEETING
March 31, 2021, 7:00p.m.
Virtual Meeting, New Durham, NH 03855**

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/83961422456?pwd=ODIxRTB5WFIPeWFzT1MrRm1BZjNkUT09>

Meeting ID: 839 6142 2456 Passcode: 107138

Or via telephone number: 1 646 558 8656 Meeting ID: 839 6142 2456 Passcode: 107138

Technical difficulties contact Town Administrator at ndadmin@newdurhamnh.us.

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.

PRESENT

Terry Jarvis, Chair, Budget Committee – via Zoom
Mark Sullivan, Vice Chair, Budget Committee – via Zoom
Kenneth Fanjoy, Budget Committee – via Zoom
David Swenson, Board of Selectmen Representative – via Zoom
Joan Swenson, Budget Committee – via Zoom
Rudy Rosiello, Budget Committee – via Zoom
Marc Decoff, Budget Committee – via Zoom

ALSO PRESENT

John Scruton, Interim Town Administrator–via Zoom
Anina Soucy, Finance Manager – via Zoom
Kelly Bisson, resident/Commissioner Coplee Crown Village District – via Zoom
Zachary Paquette, resident/Commissioner Coplee Crown Village District – via Zoom
Dorothy Veisel, resident- via Zoom

CALL TO ORDER

Chair Jarvis called the Budget Committee meeting to order at 7:00PM.

Chair Jarvis stated that due to the State of Emergency declared by Governor Sununu and pursuant to Executive Order #12, the Town is authorized to meet electronically. She stated there is no physical location to observe this meeting. However, in accordance with the Order, it was confirmed that they are providing public access to the meeting by telephone, with additional access possibilities by video (Zoom); all members of the Budget Committee and Town Administrator have the ability to communicate contemporaneously during this meeting; the public has access to contemporaneously listen and participate via links posted on the agenda.

Chair Jarvis confirmed the meeting was posted appropriately with access numbers. She stated in the event the public is unable to access the meeting, it would be adjourned and rescheduled. Chair Jarvis stated all motions would be taken by roll call; roll call attendance was taken for those participating in the Zoom meeting.

Budget Committee Organization for 2021

Mr. Fanjoy made a motion to nominate Terry Jarvis as chair of the Budget Committee. Mr. Decoff seconded the motion. Roll Call Vote: Chair Jarvis – abstain; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye; Mr. Fanjoy-aye; Mr. Decoff – aye. Motion passed 6-0-1.

Chair Jarvis made a motion to nominate Mark Sullivan as vice chair of the Budget Committee. Mr. Decoff seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – abstain; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye; Mr. Fanjoy-aye; Mr. Decoff – aye. Motion passed 6-0-1.

Chair Jarvis noted “clerk” is on the list for appointments but doesn’t see a need for this position as there is already a minute taker. The Board concurred.

Chair Jarvis made a motion to nominate Mark Sullivan as a representative to the Capital Improvement Committee. Mr. Decoff seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – abstain; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – aye; Mr. Fanjoy-aye; Mr. Decoff – aye. Motion passed 6-0-1.

Mr. Swenson welcomed Mr. Decoff to the Budget Committee.

Review of Draft Budget for Cople Crown Village District

Kelly Bisson, resident/Commissioner Cople Crown Village District, gave an overview of the 2021 Budget for the district. She stated there had been a lot of projects planned for 2020 but due to Covid, those projects did not go forward and the lines for the 2020 budget will indicate unexpended funds.

Chair Jarvis asked about the executive line, noting in 2020, as in 2019, the amount requested has consistently been overspent by almost \$3,000. Ms. Bisson stated officer pay is the primary expenditure for this line; the payment schedule in 2020 had a payment which should have been for 2019. Each commissioner, treasurer and the secretary receives \$750 for the year; a certified public accountant was hired for 2021.

Mr. Swenson asked why the insurance is going down. The reason is unclear.

Chair Jarvis stated she is concerned with some lines being overfunded and others being underfunded. She suggested costs for insurance and the CPA need to be researched further for more accurate funding.

Mr. Decoff noted there were no legal fees expended in 2020 but the proposed budget for 2021 is \$10,000. Ms. Bisson stated they are expecting to incur legal expenses this year for various projects and litigation.

Mr. Rosiello noted the legal counsel is indicated as being on retainer. Ms. Bisson explained they have been doing some research for an upcoming project.

Chair Jarvis asked if Cople Crown has a multi-year plan for streets and roads so the costs can be spread over the years; she noted only \$20,000 of the funds were expended last year. Ms. Bisson stated they had projects in 2020 that didn't happen. She explained how they spread the funds from taxation over the various accounts and the road line is somewhat of a catchall.

Chair Jarvis asked Mr. Swenson if Cople Crown would be eligible to work with Strafford Regional Planning Commission to develop a RSMS. Mr. Swenson stated he will need to look into it.

The committee agreed the budget needs to be revisited and revised with the assistance of a CPA and address the concerns previously discussed. Ms. Bisson explained their CPA recently came down with Covid and it has been difficult for the commission to have things done with the budget recently.

Mr. Scruton stated the public hearing will need to be re-posted as the draft budget will not be signed and returned in the appropriate time frame. Chair Jarvis stated this process needs to be started earlier next year. She suggested the Commission consider conducting their meeting via Zoom to make it more convenient for attendees.

Mr. Rosiello outlined his concerns which include a narrative showing how the commissioners come to their requested amounts.

After discussion, Chair Jarvis suggested revised budget documents be received by close of business on April 9 followed by a meeting on April 12. Mr. Scruton stated he and Ms. Soucy can be available to help the commissioners as needed.

Chair Jarvis made a motion to conclude this discussion and schedule another meeting of the Budget Committee to consider the Cople Crown budget once the committee is notified by the Cople Crown commissioners that the budget is ready for review. Mr. Fanjoy seconded the motion. Roll Call Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – abstain; Mr. Fanjoy-aye; Mr. Decoff – aye. Motion passed 6-0-1.

FUTURE MEETINGS

May 5, 2021, 7:00PM, 2021 1st Quarter Review

APPROVAL OF MINUTES

February 21, 2021 – Edits were made. **Chair Jarvis made a motion to approve the minutes as presented. Vice Chair Sullivan seconded the motion. Roll Call Vote: Chair Jarvis – aye;**

**Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye; Ms. Swenson – abstain;
Mr. Fanjoy-aye; Mr. Decoff – abstain. Motion passed 6-0-2.**

ADJOURN

**Vice Chair Sullivan made a motion to adjourn. Mr. Decoff seconded the motion. Roll Call
Vote: Chair Jarvis – aye; Vice Chair Sullivan – aye; Mr. Rosiello– aye; Mr. Swenson – aye;
Ms. Swenson – abstain; Mr. Fanjoy-aye; Mr. Decoff – aye. Motion passed 6-0-1.**

The meeting was adjourned at 8:30PM.

Respectfully Submitted,

Jennifer L. Riel

Jennifer Riel, Recording Secretary