

TOWN OF NEW DURHAM
Board of Selectmen joint meeting with Budget Committee
August 17, 2023, 6:30PM
New Durham Town Hall, 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.

PRESENT

Terry Jarvis, Budget Committee Chair
Ken Fanjoy, Budget Committee Vice Chair
Kelly Bisson, Budget Committee Member – Copple Crown Village District Representative
David Bickford, Budget Committee Member
Susan DeRoy, Budget Committee Member
Ellen Phillips, Budget Committee Member
Ken Ross-Raymond, Budget Committee Member
David Swenson, Select Board Chair
Dot Veisel, Board of Selectmen Member

ALSO PRESENT

Nicole Zoltko, Town Administrator
Kathleen Blaney, Finance Manager
Peter Varney, Fire Chief

CALL TO ORDER

Chair Jarvis called the meeting of the Budget Committee to order at 6:30 PM. Roll call was taken.

AGENDA REVIEW

No changes were made to the Agenda.

Joint Meeting with BOS to Discuss FY 24 Budget Goals and Procedures

Chair Jarvis stated the purpose of this meeting is to discuss the goals and expectations for budget request submissions from the department heads; she explained the recommendation process for the Budget Committee.

Board of Selectmen Chair Swenson gave an overview of the Board of Selectmen schedule of budget review for FY 2024; he also gave an overview of the expenditures year-to-date. Chair Swenson explained the FY 2023 tax billing rate as well as the process for setting the December 2023 tax billing rate.

Chair Swenson presented graphs depicting the changes in rates and appropriations for tax revenues. It was confirmed the next revaluation is scheduled to be completed in 2025. There was discussion about the school portion of the tax bills.

Chair Jarvis explained the Budget Committee has historically requested justification from department heads for all requests along with descriptions of line items.

Chair Swenson gave an overview of the expected account requests for FY 2024. He stated most increases in accounts are attributed to wages which are a result of actions in 2023.

Ms. Bisson stated she would like to have a meeting between Copple Crown Village District, the Budget Committee and the Board of Selectmen to discuss election costs to ensure its in the correct budget.

Chair Swenson stated the report from the Site Committee subgroup which was tasked with looking at potential sites for a public safety facility, has been made public and will be reviewed by the Board of Selectmen at a public session.

Chair Swenson adjourned the Board of Selectmen meeting at 7:30 PM.

Review of Questions and Answers from First Quarter Review

The committee reviewed and discussed the First Quarter reports. Chair Jarvis noted there were expenses in 2022 for the Library; she stated the revenue sheets do not show the funds being returned to the Town at the end of the year and this needs to be resolved as there is about \$12,000 unaccounted for.

Second Quarter Budget Review

Chair Jarvis noted the expense and revenue reports need to be run the same date in the future. The committee reviewed and discussed the Second Quarter Budget reports. It was noted the legal expenses are up and Chair Jarvis explained the process for all referrals to Town Counsel must be approved by the Board of Selectmen. She also outlined the accounts which are significantly expended year-to-date. Fire Chief Varney explained the costs for recent storms which were paid by the Highway Department would be reimbursed with FEMA. Chair Jarvis noted the Planning Board budget has a significant percentage remaining. There was discussion about payroll and wages which were approved by the Board of Selectmen.

The committee reviewed the revenue report. Chair Jarvis noted there is a revolving fund for revenues collected with police details; there was discussion about the warrant article which established the fund.

APPROVAL OF MINUTES

Meeting of December 12, 2022 – Postponed.

Meeting of December 28, 2022 – Edits were made. **MOTION: To approve the minutes as amended. Motion by Ms. Phillips. Second by Mr. Fanjoy. Motion passed 6-0-2.**

Meeting of March 22, 2023- Edits were made. **MOTION: To approve the minutes as amended. Motion by Ms. Phillips. Second by Mr. Ross-Raymond. Motion passed 6-0-2.**

Meeting of May 10, 2023 - Edits were made. **MOTION: To approve the minutes as amended. Motion by Mr. Fanjoy. Second by Ms. DeRoy. Motion passed 6-0-2.**

FUTURE MEETINGS

October 25, 2023 – 7:00 PM – Third Quarter Review

November 1, 2023 – 7:00 PM – Begin FY 24 Budget Review

101 **MOTION: To adjourn. Motion by Ms. Phillips. Second by Ms. DeRoy. Motion passed 8-0-**
102 **0.**

103 The meeting was adjourned at 9:53 PM.

104 Respectfully Submitted,

105 *Jennifer Riel*

106 Jennifer Riel, Recording Secretary

DRAFT