

NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
December 12, 2018, 6:30pm

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
Kenneth Fanjoy
Mark Sullivan
Joan Swenson
Ellen Phillips
David Swenson, Board of Selectmen representative

Also Present

Scot Kinmond, Town Administrator
Anina Soucy, Finance Manager

Call to Order

Chair Orlowicz called the meeting to order at 6:34pm.

Agenda Review

No changes were made.

Approval of Minutes

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

Meeting of November 15, 2018 – Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 6-0-1.** Ms. Swenson abstained as she was absent from the meeting.

Meeting of November 28, 2018 – Edits were made. **Ms. Jarvis made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 7-0-0.**

2019 Budget Review

Account 4520 – Parks and Recreation

Chair Orlowicz stated the additional information requested from the director was submitted and the committee reviewed this. She confirmed this has also been reviewed by the Board of Selectmen.

Chair Orlowicz stated the department requested \$70,901 and the Board of Selectmen approved \$70,901. The committee discussed the calculations of the wage lines, noting some of the lines had not been properly computed. It was noted the justification were provided for the addition of a part time assistant and Mr. Swenson explained the director made adjustments to ensure the budget did not exceed the increase guidelines.

Mr. Fanjoy made a motion to approve Account 4520, Recreation, in the amount of \$70,901. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

Mr. Swenson noted the Board of Selectmen did go back and revisit Account 4550, Library and accepted the Budget Committee's approval.

Chair Orlowicz noted that on Account 4589, Cultural Recreation, there is \$100 difference between the Board of Selectmen approved amount and the Budget Committee's recommendation. Mr. Swenson stated the Board of Selectmen have not revisited the account but anticipates doing so at the next meeting

Accounts 4901-4909 – Capital Reserve Funds

Chair Orlowicz noted these accounts were all reviewed at the last meeting but no approvals were made. The committee reviewed the accounts and summary distributed by Mr. Swenson.

Account 4915

Chair Orlowicz noted these accounts were all discussed at the last meeting but no approvals were made.

Ms. Jarvis made a motion to approve Account 4915, Capital Reserve Funds, in the amount of \$214,000. Mr. Fanjoy seconded the motion. Discussion: Mr. Swenson confirmed this does not include the road CRF and is only the contribution portion of the CRFs. **Motion passed, 7-0-0.**

Ms. Jarvis made a motion to approve Account 4916, Expendable Trust Funds, in the amount of \$155,000 to be added to the existing funds. Ms. Phillips seconded the motion. Motion passed, 7-0-0.

Mr. Swenson stated the Board of Selectmen will have decisions to make as to how these appear on the Town Warrant. He explained traditionally the CRFs are together, except for the roads, as are the ETFs but there has been discussion about separating out the Meetinghouse CRF to allow voters to make the decision on the long-term expense commitment. Mr. Swenson stated if anyone has input, to notify the Board of Selectmen, as the discussion will be taking place at a meeting early in January 2019.

Account – 4901 – Lands and Improvements/ Roads

Mr. Swenson explained the Board of Selectmen approved the amount of \$215,370 as a tax-raised portion of the road, although more than that will be spent which include monies from 2019 highway road block grant, and \$25,000 from the Road Construction CRF. Town Administrator Kinmond explained the total expense is in the amount of \$356,370. Chair Orlowicz outlined the proposed road projects: Valley Road – chip seal; Old Bay Road – chip seal; completion of project for portion of Old Bay Road with 1” overlay; Ham Road – shim overlay and pavement repair; Valley Road – repairs at New Durham/Alton town line; engineering for wetlands permit on Middleton Road. Town Administrator Kinmond explained there was a meeting today to review some grant and funding options available for the RSMS program. It was noted the continued culvert work would be from 2018 funds, with one culvert being postponed to 2021.

Ms. Jarvis made a motion to approve Account 4901, Lands and Improvements, in the amount of \$215,370. Motion failed for lack of second.

Town Administrator Kinmond explained the total amount to be expended needs to be outlined in the motion.

Ms. Jarvis made a motion to approve Account 4901, Lands and Improvements, in the total amount of \$356,370, with \$116,000 to come from State aid grants; \$25,000 to come from the appropriate CRF and the remaining \$215,370 will be raised through taxation. Ms. Phillips seconded the motion. Motion passed, 7-0-0.

Anticipated Revenues

The committee reviewed and discussed the summary of anticipated revenues distributed by Town Administrator Kinmond. He explained the Board of Selectmen may use about \$60,000 of the unreserved fund balance to help out with the CRF and ETF contributions to offset the tax impact; that decision has not been made yet. Town Administrator Kinmond noted his projects for 2019 are higher than 2018 and explained the calculations, which reflect about \$60,000 increase. Mr. Swenson noted the Board of Selectmen approved revenue amount of \$1,115,755, excluding any 3900 revenue accounts.

Other

Chair Orlowicz stated she was contacted by Diana Smith asked to speak to the committee about petition warrant articles being brought forward in Brookfield in cooperation with Ossipee and other towns, regarding the regional high school. They are trying to bring awareness of petitions to form a budget committee and to have the votes cast by the board members as well as the committee included on the warrant. The committee discussed having a meeting to hear what Ms. Smith has to say and Chair Orlowicz suggested it may be more appropriate for her to meet with the Board of Selectmen as the committee doesn't make any decisions about items on the warrant.

Future Meetings

New Durham Budget Committee

December 12, 2018

DRAFT

January 9, 2019, 7:00pm, Public Hearing - New Durham Community Room (snow date, January 10, 2019.)

February 4, 2019, 7:00pm, Deliberative Session, New Durham School (snow date, February 5, 2019)

Mr. Fanjoy made a motion to set the Budget Committee Public Hearing on January 9, 2019 at 7:00pm in the New Durham Community Room, with a snow date of January 10, 2019. Ms. Jarvis seconded the motion. Motion passed, 7-0-0.

Adjourn

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

The meeting was adjourned at 8:20pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary