

**TOWN OF NEW DURHAM  
BUDGET COMMITTEE MEETING  
March 23, 2022, 7:00P.M.  
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.*

*Public can join Virtual Access via Zoom Meeting Join Zoom Meeting:  
Public can join Virtual Access via Zoom Meeting  
Join Zoom Meeting:*

*<https://us02web.zoom.us/j/82057755293?pwd=SmJSSTcxaVZiM2VnUmpuVWlUQ0IrZz09> Meeting ID:  
820 5775 5293 Passcode: 116155 One tap mobile +13126266799,,82057755293#,,, \*116155# US  
(Chicago)*

*Disclaimer: If technology fails, the meeting physically occurring will continue at the location above. The 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  
David Bickford, Budget Committee Member  
Ken Fanjoy, Budget Committee Member  
Ellen Phillips, Budget Committee Member  
Dorothy Veisel, Board of Selectmen's Representative

**ALSO PRESENT**

Nicole Zoltko, Town Administrator  
Anina Soucy, Finance Manager  
Kelly Bisson, Commissioner of Copple Crown Village District – via Zoom  
Zack Paquette, Commissioner of Copple Crown Village District – via Zoom

**CALL TO ORDER**

Chair Jarvis called the meeting to order at 7:32PM.

**AGENDA REVIEW**

No changes were made to the agenda.

Chair Jarvis stated there was discussion at the last meeting whether the Copple Crown Village District needs to have representation on the Budget Committee; she stated after research, it was determined that under State statute, there must be a representative from the Board of Selectmen and the Copple Crown Village District. She asked if the District has designated a representative. Ms. Bisson stated the next meeting is April 2 and they will choose a representative at that time.

There was discussion whether the representative needs to be a commission member; Chair Jarvis clarified it does not and can be an individual chosen by the district commissioners however it cannot be pro-tem as there needs to be a specified individual appointed to the position. Ms. Bisson called to order a meeting of the Copple Crown Village District at 7:40PM.

Mr. Paquette made a motion to appoint Ms. Bisson to be the Copple Crown Village District representative to the New Durham Budget Committee. Ms. Bisson seconded the motion. Roll Call Vote: Mr. Paquette -aye; Ms. Bisson -aye. Motion passed, 2-0-0.

Town Administrator Zoltko stated she needs to research the total number of Budget Committee members required. Chair Jarvis noted in 2015 the legislative body voted for a total of 6 at large members; along with a member of the Board of Selectmen and a member of any village district. She stated if there was a local school board, a representative from the school board would also be required.

There was discussion of the Copple Crown Village District budget. Chair Jarvis stated she has never been aware of having a public hearing on the budget. Mr. Bickford stated per the statute, there is to be a public hearing, posted 25 days prior to the budget being submitted to the legislative body for voting. Chair Jarvis suggested they review the amended budget as presented followed by the district's annual meeting/public hearing on April 30. Ms. Phillips suggested following the procedure they have followed for the last 15 years and next year, have the District follow the newly understood requirements. Town Administrator Zoltko stated there is not enough time to post to *The Baysider*. She stated if the district decides to post the public hearing, they need to also submit the notice to the Town Clerk. Chair Jarvis told Mr. Bickford this should have been brought up at the last meeting when they were discussing the budget process and statutory requirements. Ms. Veisel confirmed the District now knows the filing and posting process they need to follow. Chair Jarvis stated there is no point in the Budget Committee to review the proposed budget at this time. She suggested Ms. Bisson contact NH DRA and New Hampshire Municipal Association for clarification; she explained that if they follow the statute, no approval of the budget is needed from the Budget Committee. Town Administrator Zoltko explained that per state RSA, towns and cities do not have authority over village districts so they can only make requests and recommendations.

Ms. Bisson made a motion to close the Copple Crown Village District meeting. Mr. Paquette seconded the motion. Roll Call Vote: Mr. Paquette -aye; Ms. Bisson -aye. Motion passed, 2-0-0.

The Copple Crown Village District meeting was adjourned at 8:11PM.

#### ***Fourth Quarter Budget Review***

The committee reviewed the fourth quarter budget report as presented. Chair Jarvis noted reports were also received from finance, elections and registrations, the tax collector, police department, fire department and the department of public works. She stated summaries are also included from the department heads explaining why they exceeded their budgets.

Chair Jarvis noted there are two lines for software. Ms. Soucy explained those are for different programs. Town Administrator Zoltko stated the Board of Selectmen are working through the

process of getting a program that will fit all the needs including finance and assessing as the two current systems aren't compatible with each other; she explained there are situations where there are inaccuracies between the systems.

Chair Jarvis noted account 4153, Legal, was exceed by \$3500. Town Administrator Zoltko stated there were a lot of questions about the elections and registrations process which required legal counsel.

Town Administrator Zoltko gave an update on the wage adjustments which were approved last year; she stated the Board of Selectmen has been using a wage study which was done in 2018 in order to try and make employees wages in Town more competitive with surrounding communities. She stated the Town has had a high turnover rate because the wages and benefits are not competitive; she stated they have a lot of good employees but its hard to attract new ones.

Chair Jarvis noted the account for General Government had 1.82% of the budget left. She noted the police department went over by 2.3%; she noted there were revenues which came in through this department through details and suggested a revolving fund should be created for this department. She noted the fire department has about 24% remaining in their budget; the call volume was also down.

There was discussion about Health and Other Agencies account; Town Administrator Zoltko explained agencies have to request funds from the Trustees but if those funds aren't requested, then the payments aren't processed. She stated if this account is going to be a warrant article, then it should not be included in the budget. Chair Jarvis explained the details of the Trust Fund and that it is intended to fund agencies based on the vote of the legislative body.

Chair Jarvis noted account 4550, Library, went over budget and it appears it was due to an overlap of a change in library directors. Town Administrator Zoltko asked if the Town is supposed to be charging the Library in this case. Chair Jarvis stated she believes the Trustees are responsible for making up the difference; she stated there are many towns where the town does not handle any of the expenses and the library budget is the responsibility of the Trustees. Town Administrator Zoltko noted the library does not have enough funds in their Capital Reserve Fund. Chair Jarvis stated the Library has always kept extra funds at the end of the year so they need to be responsible for the overage as well.

Chair Jarvis asked why the maintenance for the Meetinghouse didn't come from the Capital Reserve Fund for the Meetinghouse. Ms. Phillips stated she is now the treasurer of the Meetinghouse Committee and questioned this at a meeting last night; she stated the Meetinghouse Committee purchased the tarps, but the Highway Department put them on; she stated the Town must have paid someone else to put the tarps on and the Committee did not know. Ms. Phillips stated she will be looking into this further with the Finance Manager. She stated she is keeping track of every expenditure but didn't join the Committee until September.

Chair Jarvis noted most of the land use boards didn't use any funds for conferences this year. She noted the bond interest line was over the budget but has never seen this line go over. Town Administrator Zoltko explained the interest rates vary and it wasn't calculated accurately.

Ms. Soucy explained the holding account for funds to be expended by the Trustees of the Trust Funds; she stated things have been paid by the Town, but they are waiting for the funds to be released by the Trustees.

**NEXT MEETING**

April 4, 2022, 7:00PM – Town Hall

The meeting was adjourned at 10:26PM.

Respectfully Submitted,

*Jennifer Riel*

Jennifer Riel, Recording Secretary

DRAFT