

**NEW DURHAM BUDGET COMMITTEE**  
**New Durham Town Hall**  
**March 13, 2019, 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 – present via telephone.  
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.

Chair Orlowicz stated the purpose of this meeting is to review the fourth quarter of the 2018 Budget as well as review the Copple Crown Village District proposed 2019 budget. She stated the Budget Committee also needs to discuss the committee organization and appointment of officers, noting Mr. Sullivan would be joining the meeting via telephone at 7:30 to be part of this discussion.

**Approval of Minutes**

Meeting of February 4, 2019 – Edits were made. **Mr. Fanjoy made a motion to approve the minutes as amended. Ms. Swenson seconded the motion. Motion passed, 6-0-0.**

**Copple Crown Village District 2019 Budget Review**

A draft of the proposed 2019 budget for the District was distributed for review by the committee.

Cindy Wheeler, treasurer of Copple Crown Village District, explained some errors made on last year's budget, which is the reason for differences on this year's budget and noted some additional funds were added for legal expenses. She also explained the changes made in the water system that was made to its own enterprise, noting this was voted on by the District last year and approved by the NH DRA. Mr. Swenson asked where the lump sum insurance payment is reflected in the revenues. Ms. Wheeler explained it's under other revenue and noted there will be another check in 2019. Mr. Swenson

suggested checking with DRA on the correct line for it to be recorded. Chair Orlowicz noted actual revenue collected in 2018 shows zero. Ms. Wheeler stated she was instructed that the checks from the Town are not to be put in there. Town Administrator Kinmond and Mr. Swenson explained how the actual revenue raised needs to be reflected. Ms. Jarvis noted the request for line 4150, Financial Administration is \$1,000 but less than half was spent in 2018. Ms. Wheeler replied they don't know what is going to happen next year and is carrying the number forward from previous years. Ms. Jarvis explained the Town does a zero-based budget, requiring justification for all funds approved. Ms. Wheeler explained her reasoning in budgeting the line amounts to ensure the District has the needed funds. She also explained the review and approval by the District commissioners as well as the process the District went through in getting commissioners on the board. Mr. Swenson noted a tremendous increase in the long-term bonds and notes. Ms. Wheeler explained the District has a loan from DES. Ms. Jarvis asked for explanation of the overall increase of \$14,000 in the General Government account. Ms. Wheeler explained the District has been without money for so long and things have been neglected so they wanted to maintain line items to hopefully get some things taken care of. Chair Orlowicz stated she feels the commissioners have been working hard to get a hold of the budget and recognizes that genuine effort has been made to bring it back into order. There was further explanation by the committee for reflecting expenses and revenues appropriately.

Mark Sullivan joined the meeting via telephone at 7:10pm. Chair Orlowicz confirmed he is unable to be present at the meeting and confirmed he is alone at his location.

There was further discussion of the totals for the accounts of the 2019 budget and determined verifications are needed. Chair Orlowicz suggested the District try to submit a brief summary and explanations of the line items, noting that will be helpful for future review of the budgets by the committee. Ms. Phillips asked why one person doesn't stay treasurer longer as it takes so long for one to learn the process. Ms. Wheeler explained when the District was set up the terms were set. She stated she could submit a new allocation of budget lines and asked how the committee would approve it. The committee agreed to approve the bottom line but have a follow up with the revised line items. There was also discussion of the completion of the MS-535 form and recommended that there be follow up with DRA to make sure the calculations are correct.

**Mr. Swenson made a motion to approve the total for the 2019 Copple Crown Village District Budget at \$114,300, subject to any line item modifications that Copple Crown commissioners and treasurer will supply, prior to the Budget Committee signing. Ms. Phillips seconded the motion.**

**Roll Call: Terry Jarvis- no; Kenneth Fanjoy – aye; Mark Sullivan – abstained; Joan Swenson – aye; Ellen Phillips – aye; David Swenson - aye; Cathy Orlowicz – aye.**

**Motion passed, 5-1-1.** Ms. Jarvis opposed. Mr. Sullivan abstained.

**Fourth Quarter 2018 Budget Review**

Town Administrator Kinmond presented a summary of the fourth quarter for the 2018 budget and stated the year ended with 4.49% remaining, noting this calculation has been unaudited and sometimes the amount can change after their review. The committee reviewed the summary. Town Administrator Kinmond also explained how the accounts are booked and recorded as well as some changes in the disposal of waste expenses and how those are reflected. It was noted revenues are up about 9%. The committee reviewed and discussed the accounts and balances.

**Committee Organizational Structure**

Chair Orlowicz stated she is not interested in remaining as chair. Mr. Sullivan stated he is willing to chair but there is time in the year when he would be unable to be present.

**Ms. Swenson made a motion to nominate Mark Sullivan as chair of the Budget Committee. Mr. Swenson seconded the motion. Discussion:** Ms. Jarvis stated it would be hard when the chair is missing from critical time periods. Ms. Phillips stated she thinks Mr. Sullivan would be a good chair but is concerned about the time he would be unavailable. **Ms. Swenson withdrew her motion.**

**Mr. Sullivan made a motion to nominate Terry Jarvis as chair of the Budget Committee. Ms. Swenson seconded the motion. Roll Call: Terry Jarvis- abstained; Kenneth Fanjoy – aye; Mark Sullivan – aye; Joan Swenson – aye; Ellen Phillips – aye; David Swenson - aye; Cathy Orlowicz – aye. Motion passed, 6-0-1**

Ms. Orlowicz stated she would not consider vice chair.

**Ms. Phillips made a motion to nominate Mark Sullivan as vice chair of the Budget Committee. Mr. Fanjoy seconded the motion. Roll Call: Terry Jarvis- aye; Kenneth Fanjoy – aye; Mark Sullivan – abstained; Joan Swenson – aye; Ellen Phillips – aye; David Swenson - aye; Cathy Orlowicz – aye. Motion passed, 6-0-1**

Chair Jarvis stated they also need to appoint a CIP Committee representative, noting the committee meets from about June to August.

**Mr. Swenson made a motion to nominate Mark Sullivan as the Budget Committee CIP Committee representative. Ms. Phillips seconded the motion. Roll Call: Terry Jarvis- aye; Kenneth Fanjoy – aye; Mark Sullivan – abstained; Joan Swenson – aye; Ellen Phillips – aye; David Swenson - aye; Cathy Orlowicz – aye. Motion passed, 6-0-1**

The committee thanked Ms. Orlowicz for her leadership as chair over the last couple years.

**Library Budget**

Chair Jarvis stated when they were reviewing the overall budget, questions were asked about the balance left over in the Library account. She stated she questioned why the

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funds are not returned to the General Fund as other accounts. Town Administrator Kinmond explained they manage the Library wages, benefits, building expenses, etc and often the forecasted expenses are in excess and generally it comes back to the General Fund but the trustees can request the amount goes into other accounts for operating expenses; that was requested this year. Town Administrator Kinmond suggested they need to develop their own unassigned fund balance. The committee reviewed and discussed the library budget.

Ms. Orlowicz asked about the compensation line item for the Fire Department, noting a substantial amount of unexpended funds remain at the end of the year. She asked if in the future the Board of Selectmen could have discussion about handling the compensation line items similar to the way raises are handled in that the unexpended funds remain in an unexpendable trust fund to avoid having to raise the funds via appropriation each year. Town Administrator Kinmond explained there would be some options such as a revolving account. The committee discussed the options for holding the left over funds to carry forward.

Ms. Orlowicz stated she noticed on the Town Website on the Town Administrator's page, there is a finance and transparency link and asked for Town Administrator Kinmond to explain this tool. Town Administrator Kinmond stated he and Mr. Swenson learned about the program at an New Hampshire Municipal Association conference last year and have been working to implement the online software program which allows people to see the budget accounts and lines.

#### **Quarterly Budget Schedule**

April 24, 2019, 6:30pm, New Durham Town Hall (1st Quarter Review)

July 17, 2019, 6:30 p.m., New Durham Town Hall (2<sup>nd</sup> Quarter Review)

*Audio/video ended at 9:23pm.*

#### **Adjourn**

**Ms Swenson made a motion to adjourn. Ms Phillips Seconded the motion. Motion passed.**

**Roll Call: Terry Jarvis- aye; Kenneth Fanjoy – aye; Mark Sullivan – aye; Joan Swenson – aye; Ellen Phillips – aye; David Swenson - aye; Cathy Orlowicz – aye.**

The meeting was adjourned at 9:25 p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary