NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
November 6, 2019, 7:00pm

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, Chair of Budget Committee
Mark Sullivan, Vice Chair, Budget Committee
Ellen Phillips, Budget Committee
Joan Swenson, Budget Committee
Kenneth Fanjoy, Budget Committee
David Swenson, Board of Selectmen Representative
Ron Uyeno, Budget Committee

Also Present
Scott Kinmond, Town Administrator
Anina Soucy, Finance Manager
Cathy Orlowicz, Chair- Boodey Farmstead Committee
Tatiana Cicuto, Member Boodey Farmstead Committee
Sherry Cullimore, Member Boodey Farmstead Committee
Scott Drummey, Member Boodey Farmstead Committee
Frances Frye, Member Boodey Farmstead Committee
AZachary Porter, Kingswood Youth Center
David Bickford, Resident
Celeste Chasse, Director New Durham Recreation
Mark D'Entremont, Commissioner, Parks & Recreation Commission
Dot Veisel, Resident, Commissioner Parks & Recreation Commission
Richard Leonard, Library Trustee
John Michaud, Library Trustee
Linda Callaway, Resident
Joan Goodrich, Resident
Laura McCarthy, Library Trustee
Craig Meader, Resident
Angela Chapman, Resident
Donna Swett, Resident
Kathy O'Rouke, Resident
Sue Weaver, Resident
Arlene Allard, Resident
Claudia Epstin, Resident

Call to Order

Ms. Jarvis called the meeting to order at 7:03pm.

2020 Budget Review

Account 4415 – Other Agencies

Mr. Swenson stated the Board of Selectmen has completed all the budget account reviews, with one item on the revenue side to review. He noted in regards to this account, the original budget request was $9,000 and after review the Board of Selectmen approved the amount of $7,546 on October 8, 2019, and explained they felt the substantial increase was unwarranted. The amount requested this year is $1,846, the Board of Selectmen approved amount is $1,500.

Ms. Jarvis stated she would like to go through the individual lines of the account and if representatives of the agencies are present, they will have an opportunity to give a brief presentation. She stated a letter was received from Cornerstone VNA and it indicated 1,294 visits were provided to 94 residents with an average of 3 visits per resident. Ms. Phillips asked why a specific amount was requested and a specific lower number was approved. Mr. Swenson stated the Board of Selectmen reviewed the request and based the approved amount on past numbers, along with trying to maintain a similar level of funding. It was also noted a new organization request was submitted this year and Ms. Jarvis explained Easter Seals used to be the Homemakers of Strafford County. She stated it appears they may be providing additional services that the Homemakers were not in past years. Ms. Jarvis stated CAP funding was $2,000 for a few years and that is the amount requested, with the Board of Selectmen approving $1500. She explained the support services provided by CAP, including federal food distribution to the Food Pantry. Mr. Swenson noted the number of services provided is the same for CAP and Easter Seals. Ms. Phillips stated last year it was explained that agencies go to towns that provide more funding first. It was clarified that they provide services as needed and its proportionate to the overall funding. Mr. Swenson noted the agencies have multiple sources of funding.

Zachary Porter, Kingswood Youth Center, explained the center provides after school programs for students thought-out the Governor Wentworth School District in grades 7 to 12. He stated their mission is to provide a safe, positive environment for youth to grow and develop their skills with programs that include after-school, hot meals, recreation, socialization, cooking and professional dressing, community service and a beyond after-school program with evening and weekend activities. Mr. Porter stated they also offer summer program. He stated all these programs are free to any student in the district who wants to participate and noted 16% of the participants came from New Durham; he thanked the Town for its continued support. Mr. Sullivan asked if the District provides any funding support. Mr. Porter replied its currently $5,000 annually, with a possible increase. He stated they also work to get grant funding and there is no eligibility so anyone can participate. Ms. Jarvis asked if Kingwood duplicates any of the services offered by the Parks and Recreation Department. Celeste Chasse, Parks and Recreation Director, replied they do a team group once a month and offer cooking classes and hope to expand life development skills programs as well as fieldtrips and community service.

Ms. Jarvis stated Safe Haven requested $500 in 2018, 2019 and the same amount is being requested again this year. The Board of Selectmen approved $500. Ms. Jarvis stated she requested documentation that they have served New Durham residents and none was provided. She is concerned that some of the eligibility requirements were changed and in order to be accepted, applicants must prove they've been receiving services, etc. Town Administrator Kinmond clarified there is a homeless shelter, the Homeless Center of Strafford County, and Safe Haven, which helps with domestic violence services. Ms. Jarvis clarified the homeless shelter requested $2000 and the Board of Selectmen recommended $500. She stated they don't have a lot of funding for the agencies and wants to see the agencies helping New Durham residents. Ms. Jarvis stated Meals on Wheels was budget for $1,000 in 2018, 2019 and the amount requested for 2020 is $1200 with the Board of Selectmen approving $1200. A report was submitted indicating the number of residents being served, which is currently 10 total, on an average of 5 per day. A new request was received from Great Bay Services for $250 however the Board of Selectmen did not approve any amount. A request from CASA was received in the amount of $500; the Board of Selectmen did not approve any amount. Mr. Sullivan suggested going along with the Board of Selectmen recommendations. Mr. Uyeno agreed with Ms. Jarvis in going with agencies that more directly provide services New Durham residents. Ms. Phillips suggested they need to find a way of funding Kingswood Youth Center as it provides worthwhile activities to the youth of the community. Ms. Jarvis suggested moving $500 from the Homeless Shelter of Strafford County and give it to the Kingwood Youth Center. Ms. Phillips stated she recognizes that the Parks and Recreation Department is working to do a lot for the kids in town but its also beneficial to keep programs for teenagers available as much as possible. Ms. Jarvis suggested funding account 4415 in the total amount of $$7,546, with funding of the same agencies and same amounts as last year for a total of $346 more than the Board of Selectmen approved. Ms. Jarvis outlined the accounts and funding: Cornerstone VNA, $1,846; CAP $2,000; Kingwood, $1500; Easter Seals, $500.

Mr. Swenson made a motion to approve Account 4415 for the 2020 Budget in the amount of $7,546 per the line items previously listed. Mr. Sullivan seconded the motion. Motion passed, 7-0-0.

Account 4520 – Recreation
Mr. Swenson stated from the original request, the Board of Selectmen moved 10-620 to an ETF so there is a $1,000 reduction from the original requested and noted the Board of Selectmen approved $72,021. He stated a question by the Board of Selectmen was whether all the needs of the department would be covered by this request and it was confirmed it is.

Ms. Jarvis made a motion to approve Account 4520, Recreation, for the 2020 Budget in the amount of $72,021. Ms. Phillips seconded the motion. Motion passed, 6-0-1.
Ms. Phillips abstained.

Account 4589 – Boodey Farmstead

Cathy Orlowicz, Chair of the Boodey Farmstead Committee, stated they had a good year, a lot was accomplished with the funds received from the budget and fundraising. She stated they received the Land Use approval to move forward with the plans and received the septic design approval from the State of NH. An assessment of the timberframe building was also done and drawings were updated. Ms. Orlowicz stated they are waiting for the final report on the assessment and it will give a plan on how to approach the reconstruction for the house. She stated they had well-received and attended fundraising events. The next phase is to contract with an engineering service to develop construction plans for the project, with a quote of $20,000. Ms. Orlowicz stated that over the years, they have fundraised a total of $41,100. Ms. Jarvis asked the balance of the Boodey Farmstead CRF. Ms. Orlowiczs replied the current balance is $14,842.44. Mr. Sullivan stated believes efforts like this should come from a majority of private fundraising but is impressed with the level of fundraising this project has accomplished and strongly supports the project, commending the organization and business plan put in place. Ms. Jarvis stated the Boodey Farmstead requested amount for 2020 is $11,751 and the Board of Selectmen approved $9,251. Mr. Sullivan stated that by showing Town financial support it also allows them to apply for other grants and funding. Mr. Swenson noted the requested amount was a 50% increase over last year. David Bickford, resident, stated he feels this project funding belongs on a warrant article. Ms. Swenson asked what benefit the Town will receive from the completion of this project. Ms. Orlowicz replied the Town will have the historical preservation of their heritage; saving architectural history and the business plan proposed is to be a house museum and a function facility with opportunity for rental space in the house and barn. She stated it will be a facility where the Town can have events and programs; it will offer community, private and educational opportunities.

Mr. Sullivan made a motion to approve Account 4589, Boodey Farmstead for the 2020 Budget in the amount of $9,251. Ms. Phillips seconded the motion. Motion passed, 7-0-0.

Account 4550 - Library
Ms. Jarvis stated the department requested amount for 2020 is $132, 246 and the Board of Selectmen approved $132,311. Mr. Swenson noted there was only a change due to an error in calculations in health insurance.

Richard Leonard, Library Trustee, stated they are looking level funding and outlined the programs offered by the Library, noting they do receive some funding through grants. He stated line 10-115, labor, was increased in the amount of $950 but the operating side of the budget was reduced by about $1,000. Ms. Jarvis noted the year-to-date expenses are at about 75%.

Ms. Swenson made a motion to approve Account 4550, Library, for the 2020 Budget in the amount of $132,311. Mr. Sullivan seconded the motion. Motion passed, 7-0-0.

Account 4199 – Water Quality

Ms. Jarvis stated the department requested amount for 2020 is $9,601 and the Board of Selectmen approved the same amount. The 2019 Budget was $9,601. Ms. Jarvis asked if there would be any significant funding added to the cynobacteria line in order to get the grant finding. Town Administrator Kinmond replied there would be some funding from the Roads CRF to help with the match. Ms. Phillips asked if the perambulation has been done and the funding from past years has been spent. Town Administrator Kinmond replied the Board of Selectmen has been working on getting this done but are waiting for a representative from the other towns to come forward, along with a member of the Board of Selectmen volunteering to work on it. Mr. Bickford stated they had someone from New Durham but thinks money should be added to this line to show good faith as multiple town lines need to be done. Town Administrator Kinmond explained the cost estimates he's gotten to do the Middleton/New Durham town line is over $16,000. He explained they looked into the option of using a drone however the current RSA does not allow for that at this point. Mr. Sullivan asked if there is a penalty for not doing the perambulation. It was noted there is none known. Town Administrator Kinmond stated they may also need to look into engineering services for estimating.

Ms. Jarvis made a motion to approve Account 4199, Water Quality for the 2020 Budget in the amount of $9,601. Mr. Sullivan seconded the motion. Motion passed, 7-0-0.

Account 4195 – Cemeteries
Mr. Swenson stated the Board of Selectmen approved $3,490, which was the same amount requested by the department. Town Administrator Kinmond explained additional funds were needed for fence repairs and to cover the costs of supplies for burials. Mr. Sullivan asked if funds are recouped for services. Town Administrator Kinmond explained funds received for grave opening go in to the perpetual care account. Ms. Soucy explained the supplies line also covers training for new trustees. After discussion, it was suggested to reduce line 610, from $1500 to $1000.

Ms. Jarvis made a motion to approve Account 4195, Cemeteries, for the 2020 Budget in the amount of $2,990. Ms. Swenson seconded the motion. Motion passed, 7-0-0.

Account 4194– General Government Buildings
Ms. Jarvis stated the department requested amount for 2020 is $28,938 and the Board of Selectmen approved the same amount. It was noted the largest increase was in the line for contracted services. Town Administrator Kinmond stated that in previous budgets, the line for oil was underestimated and after doing some historical comparisons, he increased the amount requested.

Mr. Fanjoy made a motion to approve Account 4194, General Government Buildings, for the 2020 Budget in the amount of $28,938. Ms. Phillips seconded the motion. Motion passed, 7-0-0.

Account 4155– Personnel Administration

Ms. Jarvis stated the department requested amount for 2020 is $34,234 and the Board of Selectmen approved $33,634, which was due to a calculation error in the request amount. It was noted the wage increases have not yet been transferred to the other account. Ms. Anina explained the costs for drug testing is needed for all new hires. Ms. Swenson asked how much the health care premiums increased this year. Town Administrator Kinmond replied it was 7%.

Ms. Swenson made a motion to approve Account 4155 for the 2020 Budget in the amount of $33,634. Mr. Sullivan seconded the motion. Motion passed, 7-0-0.

Approval of Minutes
Meeting of October 23, 2019 – Edits were made. **Mr. Sullivan made a motion to approve the minutes as amended. Ms. Swenson seconded the motion. Motion passed, 6-0-1.**

Future Meetings
November 21, 2019, 7:00pm, New Durham Town Hall
November 25, 2019, 7:00pm, New Durham Town Hall

Mr. Swenson noted the Deliberative Session is set for February 3, 2020 with a snow date of February 4, 2020.

Adjourn
Ms. Swenson made a motion to adjourn. Ms. Phillips seconded the motion. Motion passed, 7-0-0.

The meeting was adjourned at 9:23pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary