

NEW DURHAM BUDGET COMMITTEE
PUBLIC HEARING
New Durham Community Room
January 15, 2020, 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
Mark Sullivan, Vice-Chair–excused absence.
Ellen Phillips
Joan Swenson- excused absence.
Kenneth Fanjoy
Cecile Chase, Board of Selectmen Representative, (alternate for David Swenson)
Ron Uyeno

ALSO PRESENT

Scott Kinmond, Town Administrator
Anina Soucy, Finance Manager
Donna Young, resident/Deputy Town Clerk
Celese Chasse, resident/Parks and Recreation Director
Stephanie Mackenzie, resident/Town Clerk
Don Vachon, resident/Road Agent
Catherine Orlowicz, resident/Town Historian
Josh Johanson, resident/employee
Cathy Allyn, resident/Library
Fred Quimby, resident/NDWQC Chair

CALL TO ORDER

Chair Jarvis called the meeting to order at 7:00pm. She stated she would go through the operational budget accounts, the amounts approved by the Budget Committee and then the Public Hearing will be opened to comment by members of the public. After public input, the committee will review the accounts and discuss comments as needed to determine if any changes are needed. At the end of the review of the operational budget, the committee will decide if they need to vote per account or for the bottom line of the budget; roll call vote will not be required. The capital budget, trust funds and warrant articles will then be reviewed with recommendations to be made by the committee for each article dealing with money. Chair Jarvis stated anyone wishing to speak must announce their name and address for the record; all comments will go through the Chair and everyone will be given the opportunity to speak once before anyone can speak a second time. If questions appear to be redundant, the Chair reserves the right to cut off those comments. Chair Jarvis explained the review process followed by the Budget Committee, noting it began with a joint meeting between the Board of Selectmen and the

Budget Committee in September for discussions as to whether a specific percentage would be required and to give guidance to the department heads and various chairs in developing their budgets. There was also a second joint meeting to discuss the capital reserve funds, trust funds and expendable trusts, as well as the ongoing facilities study. It was noted the department heads and chairs went over the budgets with the Town Administrator prior to presentation to the Board of Selectmen and Budget Committee. Chair Jarvis stated the operating budget, as it stands now, including the library, has a 4.4% increase over the 2019 budget, and an overall increase of \$147,915. She noted the anticipated tax rate at this time is not what the tax rate will work out to be, due to a variety of factors including warrant articles.

Public Hearing: 2020 Budget Review

Chair Jarvis read the Public Notice of the Public Hearing into the record. Chair Jarvis opened the Public Hearing at 7:08pm

Account 4130 – Executive Office

The department requested amount was \$217,398; the Budget Committee approves \$214,399. The primary differences reflect salary review done by the Board of Selectmen of 100% of Town employees to ensure they stay competitive; it also includes workers compensation, insurance, Medicare and benefits. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4140- Elections and Registration

The department requested amount was \$145,225 and the Budget Committee approved the same amount. Two items impacted the budget including the Deputy Town Clerk that will be returning to a full time position and there are four elections in 2020. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4150- Financial Administration

The department requested amount was \$134,158; the Budget Committee approved the same amount. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4152- Assessing

The department requested amount was \$103,915; the Budget Committee approved the same amount. It reflects a 13% increase due to the assessing contract; they are on a five-year cyclical review of Town properties and 2020 is year five and will involve more work than previous years. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4153 – Legal

The department requested amount was \$15,000; the Budget Committee approved the same amount. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4155 – Personnel Administration

The department requested amount was \$34,234; the Budget Committee approved \$33,634. The total increase was \$704. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4191 – Planning Board

The department requested amount was \$6,152; the Budget Committee approved the same amount. It does reflect a 17% increase due to an increase in contracted fees, and impact fees are due to be reviewed and possibly revised in 2020. There is a change with the Planning and Zoning Boards in that applicants will pay for the costs of mailings but the certified mailings will come from the postage machine in Town Hall so the revenue from the applicant is reflected on the revenue side but the Boards must budget for these costs on the operational side of the budget. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4192 – Zoning Board

The department requested amount was \$1,991; the Budget Committee approved the same amount. It reflects a 47% increase that is directly related to the mailing costs. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4194 – General Government Buildings

The department requested amount was \$28,938; the Budget Committee approved the same amount. The primary lines that have increased are those related to maintenance of Town buildings. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4195 – Cemetery

The department requested amount was \$2,990; the Budget Committee approved the same amount. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4196 – Insurance

The department requested amount was \$53,632; the Budget Committee approved the same amount. The amount reflects a decrease of 1.4%. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4199 – Other General Government

The department requested amount was \$9,601; the Budget Committee approved the same amount. Chair Jarvis asked if there is any comment from the public for this account. None was indicated. Fred Quimby, resident, asked if this account includes the milfoil treatments for the Water Quality Committee. It was confirmed the line is included.

Account 4210- Police Department

The department requested amount was \$584,201; the Budget Committee approved \$582,198. This reflects a 0.86% increase, mainly in the part time line and the costs of sending a potential candidate to the part time police academy. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4220 – Fire Department

The department requested amount was \$252,237; the Budget Committee approved the same amount. The main line of increase was for vehicle maintenance. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4240– Building Inspector

The department requested amount was \$48,822; the Budget Committee approved the same amount. The increase reflected in this budget is due to an increase in the deputy building inspector's hours and reflects the increase of work going through this office now. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4290– Emergency Management

The department requested amount was \$1,552; the Budget Committee approved \$552. It was noted that additional information came in after the budget request was originally submitted. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4291 - Forestry

The department requested amount was \$12,856; the Budget Committee approved the same amount. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4312- Highway

The department requested amount was \$924,954; the Budget Committee approved \$908,694. It was note the part time and overtime lines were up, as were sand costs. Chair Jarvis asked if there is any comment from the public for this account. Fred Quimby, resident, stated there is a pending grant in the amount of \$160,000 for storm water damage and drainage repairs, which requires \$31,000 of matching funds and wants to know if the funds are included in the \$908,694 or will be part of a warrant article. Town Administrator Kinmond stated those funds are in the Roads and Construction CRF.

Account 4324- Solid Waste

The department requested amount was \$305,853; the Budget Committee approved the same amount. It was noted part time and overtime lines are up; all of the solid waste contracts were up for renewal in 2020 as well. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4411- Health Officer

The department requested amount was \$2,379; the Budget Committee approved the same amount. There was a 0% increase. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4415– Other Agencies

January 15, 2020

DRAFT

The department requested amount was \$15,720; the Budget Committee approved \$7,546. It was noted some of these items would come up in the warrant articles. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4441 - Welfare

The department requested amount was \$21,350; the Budget Committee approved \$17,204. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account - Recreation

The department requested amount was \$73,021; the Budget Committee approved \$72,021. The 1.5% increase is due to contract services and increased costs for ball-field maintenance. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4583- Town Historian

The department requested amount was \$200; the Budget Committee approved the same amount. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4589 – Other Recreational: Boodey Farmstead/1772 Meetinghouse

The department requested amount was \$13,451; the Budget Committee approved \$10,401. The primary increase is for the contracted engineering services for the Boodey Farmstead. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4612 - Conservation

The department requested amount was \$1,795; the Budget Committee approved the same amount. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4711, 4721 and 4722-Principle and Interest on Long Term Bonds and Notes

The department requested amount was \$100,358; the Budget Committee approved the same amount. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

Account 4550 - Library

The department requested amount was \$132,246; the Budget Committee approved \$132,311. The majority of the increases come from the operating funds line of the account. Chair Jarvis asked if there is any comment from the public for this account. None was indicated.

The total Town operating budget, as approved by the Budget Committee, is in the amount of \$3,205,062. Chair Jarvis asked if there is any comment from the public for this amount. None was indicated. Chair Jarvis stated that all of these accounts have been

approved by majority vote of the Budget Committee and confirmed that no input from the public during this public hearing indicate any of the accounts need to be changed.

Selectman Chase made a motion to approve the 2020 New Durham Operating Budget, including the Library, as presented at the January 15, 2020 meeting, in the amount of \$3,205,062. Ms. Phillips seconded the motion. Motion passed, 5-0-0.

Capital Reserve Funds and Trust Funds/Town Warrant

Chair Jarvis read the Public Notice of the Deliberative Session scheduled for February 3, 2020, into the record.

Chair Jarvis stated the following positions are up for elections for the ensuing year:

<i>Number of Positions</i>	<i>Office</i>	<i>Term of Office</i>
<i>1</i>	<i>Selectman</i>	<i>3 Years</i>
<i>1</i>	<i>Moderator</i>	<i>2 Years</i>
<i>2</i>	<i>Budget Committee</i>	<i>3 Years</i>
<i>1</i>	<i>John C. Shirley Cemetery Trustee</i>	<i>3 Year</i>
<i>1</i>	<i>Library Trustee</i>	<i>2 Years</i>
<i>1</i>	<i>Library Trustee</i>	<i>3 Years</i>
<i>2</i>	<i>Planning Board</i>	<i>3 Years</i>
<i>1</i>	<i>Supervisor of the Checklist</i>	<i>5 Years</i>
<i>1</i>	<i>Trustee of the Trust Funds</i>	<i>3 Years</i>
<i>2</i>	<i>Zoning Board of Adjustment</i>	<i>3 Years</i>
<i>1</i>	<i>Zoning Board of Adjustment</i>	<i>1 Year</i>
<i>1</i>	<i>Town Moderator</i>	<i>2 Years</i>

Article 6 : *Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$3,205,062. Should this article be defeated, the default budget shall be \$3,126,291, which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold a special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. **Majority Vote Required***

[Note: Operating Budget & Default Budget includes the Library Budget.]

Estimated Tax Rate Impact – 2020 Proposed Budget: \$ 5.380 per \$1,000 assessed valuation.

Estimated Tax Rate Impact – 2020 Default Budget: \$ 5.191 per \$1,000 assessed valuation.

The Board of Selectmen recommends this article by a 3 to 0 vote.

The Budget Committee recommends this article by a 5 to 0 vote.

January 15, 2020

DRAFT

Chair Jarvis asked if there is any comment from the public for this article. None was indicated.

Ms. Phillips made a motion to recommend what is currently Warrant Article #6 in the amount of \$3,205,062. Mr. Fanjoy seconded the motion. Motion passed, 5-0-0.

Article 7 : *To see if the Town will vote to raise and appropriate the sum of \$330,000 for the purposes of a Road Program with \$117,000 to come from Highway Block Grant Aid and the remaining \$213,000 to come from general taxation. **Majority Vote Required***

Estimated 2020 Tax Rate Impact: \$ 0.511 per \$1,000 assessed valuation.

The Board of Selectmen recommends this article by a 3 to 0 vote.

The Budget Committee recommends this article by a 5 to 0 vote.

Chair Jarvis asked if there is any comment from the public for this article. None was indicated.

Mr. Fanjoy made a motion to recommend what is currently Warrant Article #7 in the amount of \$330,000. Selectman Chase seconded the motion. Motion passed, 5-0-0.

Article 8 : *To see if the Town will vote to raise and appropriate the sum of \$197,000 to be placed in previously established Public Works related **Capital Reserve Funds** as follows with said funds to come from taxation :*

<i>Account</i>	<i>Established</i>	<i>2020</i>
<i>Highway Equipment</i>	<i>March 15, 2006, Article #12</i>	<i>\$25,000</i>
<i>Highway Trucks</i>	<i>March 4, 1988, Article #9</i>	<i>\$75,000</i>
<i>Vehicle & Equipment Maintenance</i>	<i>March 10, 2010, Article #15</i>	<i>\$22,000</i>
<i>Solid Waste Equipment</i>	<i>March 10, 2010, Article #14</i>	<i>\$20,000</i>
<i>Road Reconstruction</i>	<i>March 10, 2010, Article #5</i>	<i>\$40,000</i>
<i>Gravel</i>	<i>March 13, 2012, Article #5</i>	<i>\$15,000</i>
<i>Total</i>		<i>\$197,000</i>

Majority Vote Required

Estimated 2020 Tax Rate Impact: \$ 0.473 per \$1,000 assessed valuation.

The Board of Selectmen recommends this article by a 3 to 0 vote.

January 15, 2020

DRAFT

The Budget Committee recommends this article by a **5 to 0** vote.

Chair Jarvis asked if there is any comment from the public for this article. None was indicated.

Selectman Chase made a motion to recommend what is currently Warrant Article #8 in the amount of \$197,000 to fund the Capital Reserve Funds as described. Mr. Fanjoy seconded the motion. Motion passed, 5-0-0.

Ms. Selectman Chase asked to go back and clarify the motion on Article #7.

Chair Jarvis made a motion to recommend what is currently Warrant Article #7 in the amount of \$330,000 for the purpose of the road program with \$117,00 from the Highway Block Grant and the remaining \$213,000 to come from general taxation. Mr. Fanjoy seconded the motion. Motion passed, 5-0-0.

Article 9 : *To see if the Town will vote to raise and appropriate the sum of \$18,000 to be placed in previously established Public Safety related **Capital Reserve Funds** as follows with said funds to come from taxation :*

<i>Account</i>	<i>Established</i>	<i>2020</i>
<i>Police Cruisers</i>	<i>March 15, 2000, Article #7</i>	<i>\$15,000</i>
<i>FD Ancillary Equipment</i>	<i>March 10, 2015, Article #15</i>	<i>\$3,000</i>
<i>Total</i>		<i>\$18,000</i>

Majority Vote Required

Estimated 2020 Tax Rate Impact: \$ 0.043 per \$1,000 assessed valuation.

*The Board of Selectmen recommends this article by a **3 to 0** vote.*

*The Budget Committee recommends this article by a **5 to 0** vote.*

Chair Jarvis asked if there is any comment from the public for this article. None was indicated.

Selectman Chase made a motion to recommend what is currently Warrant Article #9, Public Safety related Capital Reserve Funds, in the amount of \$18,000. Ms. Phillips seconded the motion. Motion passed, 5-0-0.

Article 10 : *To see if the Town will vote to raise and appropriate the sum of \$20,000 to be placed in previously established Water Quality & Milfoil related **Capital Reserve Funds** as follows with said funds to come from taxation :*

<i>Account</i>	<i>Established</i>	<i>2020</i>
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New Durham Budget Committee – Public Hearing

January 15, 2020

DRAFT

<i>New Durham Water Quality & Milfoil Treatment</i>	<i>March 9, 2009, Article #7 Amended March 12, 2019, Article #11</i>	<i>\$20,000</i>
<i>Total</i>		<i>\$20,000</i>

Majority Vote Required

Estimated 2020 Tax Rate Impact: \$ 0.048 per \$1,000 assessed valuation.

The Board of Selectmen recommends this article by a 3 to 0 vote.

The Budget Committee recommends this article by a 5 to 0 vote.

Chair Jarvis asked if there is any comment from the public for this article. None was indicated.

Selectman Chase made a motion to recommend what is currently Warrant Article #10, Water Quality Capital Reserve Funds, in the amount of \$20,000. Mr. Fanjoy seconded the motion. Motion passed, 5-0-0.

Article 11 : *To see if the Town will vote to raise and appropriate the sum of \$35,000 to be placed in previously established Facilities related **Capital Reserve Funds** as follows with said funds to come from taxation :*

<i>Account</i>	<i>Established</i>	<i>2020</i>
<i>Smith Ballfield & Equipment</i>	<i>March 13, 2000, Article #9</i>	<i>\$5,000</i>
<i>Public Safety Facility</i>	<i>March 10, 2010, Article #17</i>	<i>\$20,000</i>
<i>1772 Meetinghouse Restoration</i>	<i>March 15, 2000, Article #14</i>	<i>10,000</i>
<i>Total</i>		<i>\$35,000</i>

Majority Vote Required

Estimated 2020 Tax Rate Impact: \$ 0.096 per \$1,000 assessed valuation.

The Board of Selectmen does not recommend this article by a 2 to 1 vote.

The Budget Committee recommends this article by a 5 to 0 vote.

Chair Jarvis asked if there is any comment from the public for this article. None was indicated. Selectman Chase stated there was a lot of discussion about the Meetinghouse and it was the consensus of the Board of Selectmen that more work needs to be done by the committee before they could support additional funds. She stated at the Deliberative

January 15, 2020

DRAFT

Session, the public would have the opportunity to discuss these items and what will finally go into the Warrant. Chair Jarvis stated the original recommendation by the Board of Selectmen was \$25,000 for the Meetinghouse, which was also recommended by the CIP. She stated the current balance of the Meetinghouse CRF is about \$49,000 and with the additional \$10,000, the balance will allow them to apply for a matching L-CHIP grant. Cathy Allyn, resident/co-chair of the Meetinghouse Committee, stated they need more than \$100,000 for the timber frame and explained the discussions which suggested doing the roof and frame repairs as separate projects but its never been the position of the committee to do that; however, at this point, until they get \$100,000 in the CRF, they can't do much. Town Administrator Kinmond explained that the Board of Selectmen couldn't change this amount; that needs to be done at the Deliberative Session or by the Budget Committee. He stated the warrant article can't be broken out but the totals for each line can be amended.

Chair Jarvis made a motion to recommend what is currently Warrant Article #11, in the amount of \$35,000 to be placed in previously established Capital Reserve Funds as spelled out in the Warrant Article #11: Smith Ballfield \$5,000, Public Safety Facility \$20,000 and 1772 Meetinghouse Restoration \$10,000. Mr. Fanjoy seconded the motion. Discussion: Selectman Chase stated there was extensive discussion by the Board of Selectmen including discussion about the direction of the committee and differences in sources of funding for the project. She stated the goal was to encourage the committee to look into different avenues of funding and until there is further effort by the committee, members of the Board didn't want to fund it further. Mr. Fanjoy stated the plan presented to the Budget Committee explained the funding would get the balance up to where the committee could get the roof up. **Motion passed, 5-0-0.**

***Article 12 :** To see if the Town will vote to raise and appropriate the sum of \$55,000 to be placed in previously established **Expendable Trust Funds** as follows with said funds to come from taxation :*

<i>Account</i>	<i>Established</i>	<i>2020</i>
<i>Computer Systems & Office Equipment</i>	<i>March 13, 1996, Article #11, Revised March 9, 2011, Article #26</i>	<i>\$25,000</i>
<i>Records Management</i>	<i>March 23, 1999, Article #23</i>	<i>\$10,000</i>
<i>Town Buildings & Improvements</i>	<i>March 15, 2000, Article #15</i>	<i>\$20,000</i>
<i>Total</i>		<i>\$55,000</i>

Majority Vote Required

Estimated 2020 Tax Rate Impact: \$ 0.132 per \$1,000 assessed valuation.

The Board of Selectmen recommends this article by a 3 to 0 vote.

January 15, 2020

DRAFT

The Budget Committee recommends this article by a 5 to 0 vote.

Chair Jarvis asked if there is any comment from the public for this article. None was indicated.

Selectman Chase made a motion to recommend what is currently Warrant Article #12, for the previously established Expendable Trust Funds outlined in the article, in the amount of \$55,000. Mr. Fanjoy seconded the motion. Motion passed, 5-0-0.

Chair Jarvis stated Article #13 is not a money article and therefore not in the purview of the Budget Committee.

*Article 14: To see if the Town will vote to raise and appropriate the sum of \$7,200 for the purposes of funding contributions to Health & Other Agencies i.e. Cornerstone VNA, CAP of Strafford County, and Haven, etc., with this sum to come from authorizing the withdrawal of \$7,200 from the JC Shirley Timber Trust (Trust Fund #28). Said trust established for the purpose to “benefit of the Town of New Durham for such lawful purposes as the Town may direct at its annual meeting.” **Majority Vote Required***

Estimated 2020 Tax Rate Impact: \$ 0.00 per \$1,000 assessed valuation.

The Board of Selectmen recommends this article by a 3 to 0 vote.

The Budget Committee recommends this article by a 5 to 0 vote.”

Chair Jarvis asked if there is any comment from the public for this article. None was indicated.

Selectman Chase made a motion to recommend what is currently Warrant Article #14, in the amount of \$7,200, which will authorize the withdrawal from the J.C. Shirley Timber Trust. Ms. Phillips seconded the motion. Discussion: The balance of the J.C. Shirley Timber Trust was requested. Chair Jarvis stated the projected balance for the end of 2019 is \$32,735. **Motion passed, 5-0-0.**

Chair Jarvis asked if there is any final comment from the public for the Operating Budget or the Warrant Articles. None was indicated. The Public Hearing was closed at 8:12pm.

REVIEW AND APPROVAL OF MINUTES

Meeting of November 21, 2019 – Edits were made. **Mr. Uyeno made a motion to approve the minutes as amended. Mr. Fanjoy seconded the motion. Motion passed, 4-0-1.**

Meeting of November 25, 2019 – Edits were made. Approval was postponed for further edits after review of the video.

Fourth Quarter Budget Review Meeting

April 8, 2020, 7:00pm, New Durham Town Hall

January 15, 2020

DRAFT

Other

Mr. Uyeno asked what the purpose of a meeting with Copple Crown Village District. Town Administrator Kinmond explained they bring their warrant and budget for review by the Budget Committee. Chair Jarvis stated they would be looking for approval at the time of the meeting so the committee usually expects the information prior to the meeting for review. She stated if he doesn't hear from the District prior to April, Town Administrator Kinmond needs to inform them there won't be another meeting of the Budget Committee until July.

Selectman Chase thanked the Budget Committee, Town employees, Town Administrator, CIP, committee members, department heads, for the cooperative working relationships between all the individuals and committees. She stated this was a successful budget year with as minimal impact to the Town portion of the tax rate as possible and wants to remind people there is a school and county portion, with the school being more than double of the Town's portion. Selectman Chase stated they can't balance the budget by continually cutting Town services due to rising school costs. Ms. Phillips stated that hopefully school funding will change in the state of NH so the differences between the towns is more evened out.

ADJOURN

Selectman Chase made a motion to adjourn. Mr. Fanjoy seconded the motion.

Motion passed, 5-0-0.

The meeting was adjourned at 8:39pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary