

NEW DURHAM BUDGET COMMITTEE
New Durham Town Hall
November 15, 2017, 6:00pm

Final Approved 12-6-17

Present:

Cathy Orlowicz, Chair
Terry Jarvis, vice chair
David Shagoury
Ellen Phillips
Joan Swenson – excused absent
David Swenson
Mark Sullivan – via telephone

Also Present:

Scott Kinmond, Town Administrator
Anita Soucy, Finance Officer
Peter Varney, Fire Chief
Nichole Hunter, Parks and Recreation Director
Cathy Allyn, Library Director
Mark D'Entremont, Parks & Rec Commission
Bill Kendrick, Library Trustee
Richard Leonard, Library Trustee
Lt. Neal Burns, Fire Department

Call to Order

Chair Orlowicz called the meeting to order at 6:11pm.

Approval of Minutes

Meeting of November 8, 2017. Edits were made. **Mr. Shagoury made a motion to accept the minutes of November 8, 2017 as amended. Mr. Swenson seconded the motion. Motion passed, 3-0-2.** Mr. Sullivan and Ms. Jarvis abstained.

2018 Budget Review

Account 4220 - Fire Department

Fire Chief Varney gave an overview of the budget request. He explained the lines with increases and justifications were outlined; he also noted where some costs were shifted from one account to payroll in order to offset the increase in expenses. Chair Orlowicz asked for explanation why the requested amount was \$8,000 for line item 115 and the Board of Selectmen approved \$5,000 for the compensation line. Fire Chief Varney explained he does a lot of administrative tasks which are covered in his salary but when breaking down other hours for tracking is reflected in this line. Ms. Jarvis asked about the software maintenance line and it was noted more has been spent year-to-date than was budgeted for. Fire Chief Varney explained some of the costs would be reduced as E-

Dispatch is being discontinued. There was further explanation of the maintenance line increases and the decrease between the request and the Board of Selectmen approval amount. There was explanation that bodywork is planned for the old fire truck. There is also anticipation of purchasing snow tires for the new command vehicle. No additional expenses are expected for the new ambulance. There was further discussion of the expenses and budget request lines. Fire Chief Varney explained his problems with getting people to respond to calls and the costs associated with hiring more individuals. Town Administrator Kinmond explained the justifications for compensations and how projections were calculated. Ms. Jarvis suggested reducing the line for secretarial to \$6,000 as she hasn't heard justification for the \$8,000. She also suggested reducing the compensation line to \$73,000 instead of the \$70,000 approved by the Board of Selectmen. The Board concurred to keep the amounts in line with the Board of Selectmen recommendations.

Mr. Shagoury made a motion to approve account 4220, Fire Department, in the amount of \$224,863. Mr. Swenson seconded the motion. Discussion: Ms. Phillips stated she appreciates the justifications presented as many times people don't understand how the costs are created. Ms. Jarvis noted she would not be voting in favor as she feels the budget is being underfunded. **Motion passed, 4-2-0.**

Account 4290 – Emergency Management

Town Administrator Kinmond gave a summary of this budget request and explained the costs listed, noting many of the lines are associated with grants.

Ms. Jarvis made a motion to approve account 4290, Emergency Management in the amount of \$1,052. Mr. Shagoury seconded the motion. Motion passed, 6-0-0.

Account 4291 – Forestry

Town Administrator Kinmond gave a summary of the budget request lines. Mr. Swenson noted the Board of Selectmen approved the requested amount.

Mr. Sullivan asked why the budget doubled between 2016 and 2018. Town Administrator Kinmond explained most of the increase has been in the maintenance of the equipment and fire suppression and training pay.

Mr. Shagoury made a motion to approve account 4291, Forestry, in the amount of \$13,538. Ms. Jarvis seconded the motion. Motion passed, 6-0-0.

Account 4520 – Parks and Recreation

Nichole Hunter, Parks and Recreation Director, gave a summary of the budget request. She also presented a year-to-date summary for review. Town Administrator Kinmond also explained some of the quotes obtained for various line items, accounting for the \$7,000 increase overall, mainly in the grounds maintenance line. Ms. Hunter explained the Meredith Village Savings Bank would be sponsoring the costs of putting up the ice skating rink. Town Administrator Kinmond explained the plan is to have a facilities and grounds maintenance employee and to help out with some of the parks and rec

projects as well. Ms. Hunter explained they still haven't been able to figure out the water system although the Department of public works does patchwork repairs as needed although it would likely take a bit of financial investment in order to fully figure it out.. Ms. Jarvis suggested going to some past directors for help with figuring out the system.

Ms. Jarvis made a motion to approve account 4520, Parks and Recreation, in the amount of \$70,862. Mr. Shagoury seconded the motion. Motion passed, 6-0-0.

Town Administrator Kinmond noted Mr. Sullivan is no longer available on the phone.

Account 4550 - Library

Town Administrator Kinmond gave a summary of the budget request, noting there was an increase in part time staff wages since the Board of Selectmen previously approved the account. Ms. Allyn introduced the library trustees present at the meeting and went on to explain the expenses of the department which controlled by the trustees, noting other expenses are held by the Town Hall. She explained the increases in some of the lines, including salaries and provided a circulation summary for review. There was further discussion of the budget lines and Ms. Allyn noted the lines that were reduced. The Board thanked the trustees for the detailed summaries and Mr. Swenson requested that next year the budget deadlines for the departments be followed. Mrs. Phillips stated that they couldn't submit this year as it had not been approved by the Trustees..

Ms. Jarvis made a motion to approve account 4550, Library, in the amount of \$129,756. Ms. Phillips seconded the motion. Motion passed, 5-0-0.

The Board discussed the remaining accounts for review at the next meeting.

Future Meeting

November 29, 2017, 6:00pm

Adjourn

Mr. Swenson made a motion to adjourn. Mr. Shagoury seconded the motion. Motion passed, 5-0-0.

The meeting was adjourned at 9:14pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary